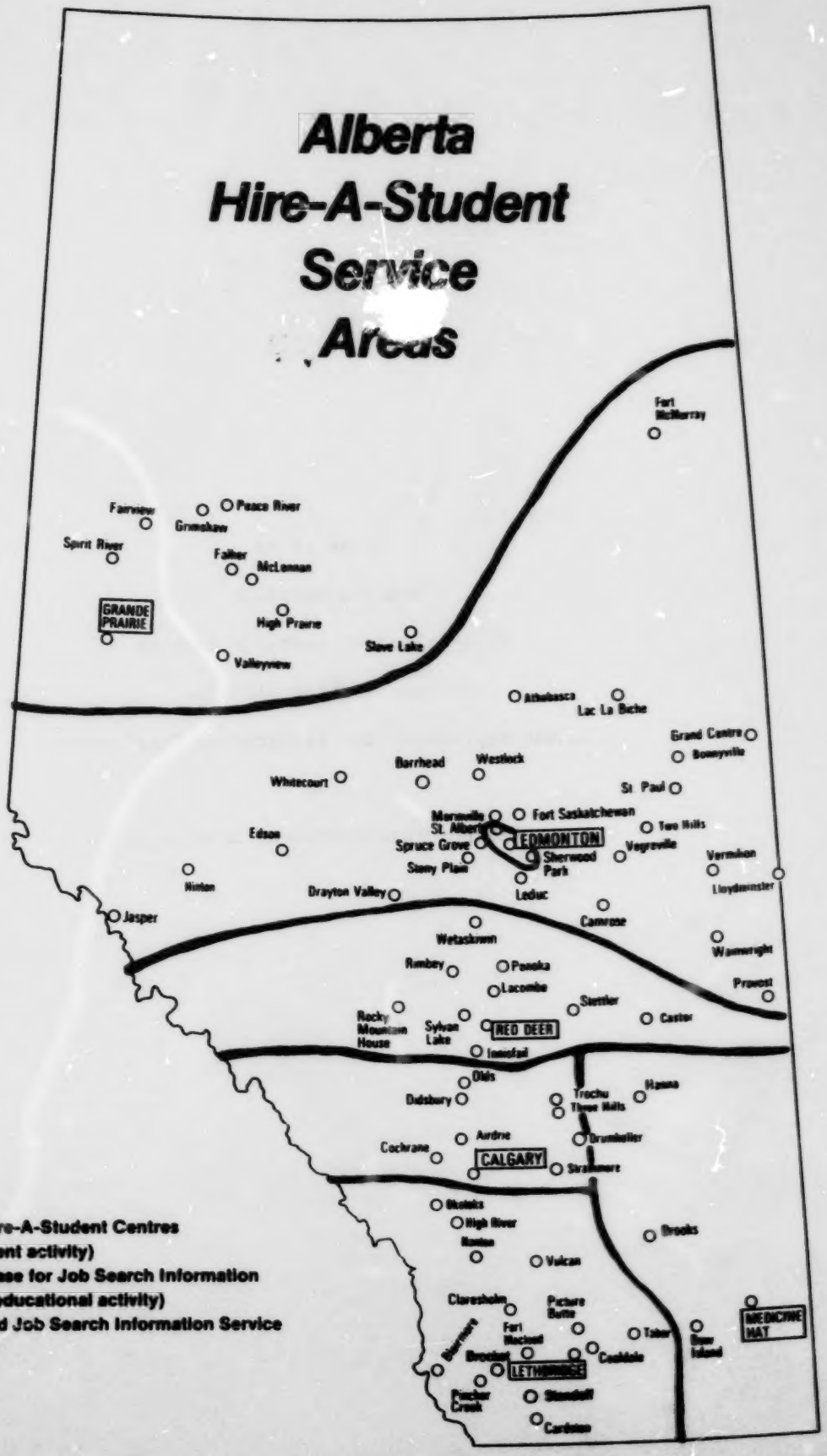
Alberta
HIRE A STUDENT
Handbook
1984

Alberta Hire-A-Student Service Areas



KEY:

- O - Local Hire-A-Student Centres (placement activity)
- ▭ - Home Base for Job Search Information Teams (educational activity)
- ▬ Proposed Job Search Information Service Regions

Prepared by

Alberta Manpower

Hire-A-Student Resource Section

in consultation with the

Canada Employment and Immigration Commission

and

Alberta Hire-A-Student Committees

ALBERTA HIRE-A-STUDENT HANDBOOK

1984

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FOREWORD

Welcome to Alberta Hire-A-Student! You are about to begin a challenging and rewarding summer in your position as a Centre Manager, and we look forward to working with you.

As you read this Handbook, you will see that several organizations work together to provide two distinctive yet mutually supportive activities, namely student summer employment placement and job search information services.

Most centre managers work for a local committee composed of volunteers who ensure that the program meets their communities' needs. Your committee will help you learn your job and will provide advice based on experience. Remember, if you need help, your committee and Hire-A-Student resource personnel are just a phone call away.

Now, let's get down to work. Usually the worst part of any job is getting started. Following are some suggestions to help you:

- read this Handbook. It contains basic program and operational information and is an invaluable resource. However, it is simply a guide since each Hire-A-Student centre receives direction from the local committee.
- read past years final reports to gain an understanding of how Hire-A-Student works in your community.
- introduce yourself to your committee members, and maintain contact throughout the summer to exchange ideas and plans with them. Your committee is your most important resource.
- careful scheduling is the key to a successful summer. A written summer work plan will help you timetable your activities (ie. by the end of the first two weeks, contacts for in-school promotions and service club presentations should be finalized) and remind you of important deadlines.
- last but not least, be prepared to make a mistake or two, but also be sure to learn from them. Use this summer to learn and to grow. The more you put into your job, the more you'll get out of it.

The Alberta Hire-A-Student Program

I. THE ALBERTA HIRE-A-STUDENT PROGRAM

A. Description

Hire-A-Student is a cooperative program sponsored by local community groups, Alberta Chambers of Commerce, Alberta Manpower and the Canada Employment and Immigration Commission (CEIC). The program is designed to help students find jobs and to provide a service to employers through the yearly establishment of summer student employment placement centres in 76 or more Alberta communities. Hire-A-Student also provides presentations on effective job search methods to students during the second school semester.

The student staff and each of the sponsors play an important part in meeting the objectives by:

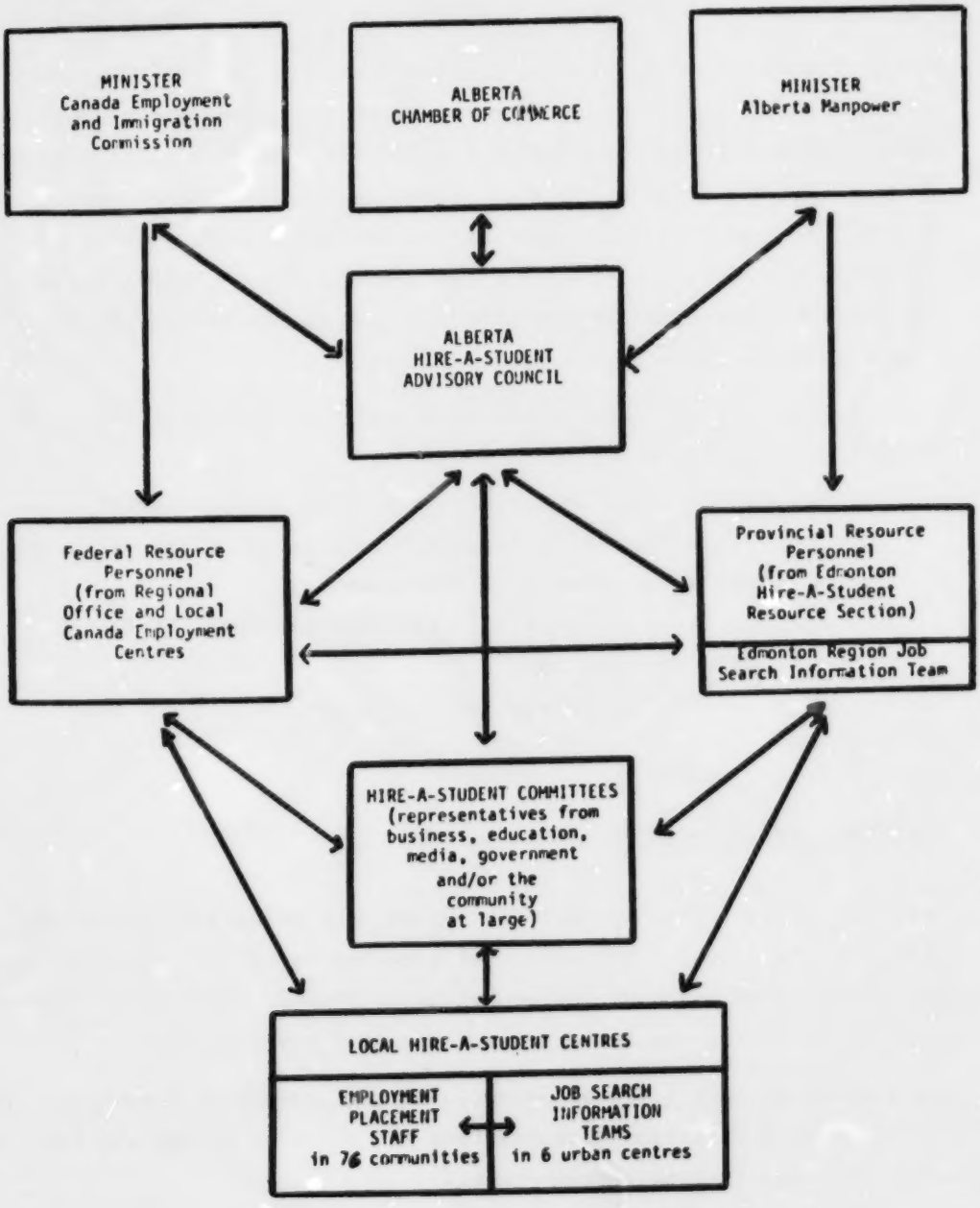
- encouraging employers to use Hire-A-Student through public relations activities which support hiring students and/or endorse them as responsible members of the community,
- matching qualified students with the jobs employers list with Hire-A-Student Centres, and
- providing job search information that students will use when looking for jobs.

B. Organizational Structure

Each year, the program sponsors set up student managed Hire-A-Student centres. The actual organization of each centre varies depending on the size of population of the community it serves. This means that no two Hire-A-Student Centres operate in exactly the same way.

The following chart gives an overview of the provincial structure. It outlines how the various organizations fit in, with arrows showing the lines of communication between them.

This information sharing is an important factor for the success of the Alberta program. Be sure to ask your committee to explain how your centre fits into this framework, and what communication lines you should follow.


MINISTER
Canada Employment and Immigration Commission
ALBERTA CHAMBER OF COMMERCE
MINISTER
Alberta Manpower
ALBERTA HIRE-A-STUDENT ADVISORY COUNCIL
Federal Resource Personnel (from Regional Office and Local Canada Employment Centres
Provincial Resource Personnel (from Edmonton Hire-A-Student Resource Section)
Edmonton Region Job Search Information Team
HIRE-A-STUDENT COMMITTEES (representatives from business, education, media, government and/or the community at large)
LOCAL HIRE-A-STUDENT CENTRES
EMPLOYMENT PLACEMENT STAFF in 76 communities
JOB SEARCH INFORMATION TEAMS in 6 urban centres

C. Program Sponsor Roles and Responsibilities

The following is based on information from the 1981 "Roles and Responsibilities of Organizations Within the Alberta Hire-A-Student Program." The program objective, as stated in this document, is "to help students find jobs and to satisfy the summer staff requirements of Alberta employers. In the process, Alberta youth are informed of sound job search skills and job experiences that will help in their search for meaningful careers or occupations later in life."

1. Alberta Hire-A-Student Advisory Council

In 1977, the Advisory Council was established by the federal and provincial ministers and by the Alberta Chamber of Commerce. The Council objectives are to coordinate and act as a liaison with the sponsors and outside groups by:

- providing recommendations regarding policy and administration to the sponsoring bodies to enhance the cooperative framework of the Hire-A-Student program,
- reviewing the current year total Alberta Hire-A-Student program and offering comments and recommendations to the sponsoring bodies, and
- assessing the effectiveness of the program on an annual basis.

Although student staff may not have direct interaction with this Council, the membership does hear and take action on the recommendations made by students and committees at the end of each summer.

Hire-A-Student committees and community groups are encouraged to make use of this resource of seven regional representatives, and one representative each from the Alberta Chamber of Commerce and the federal and provincial governments. 1984 membership is as follows.

1984 HIRE-A-STUDENT ADVISORY COUNCIL MEMBERS

CHAIRPERSON AND CENTRAL AREA REPRESENTATIVE
Terry Mansell
13856 - 110A Avenue
Edmonton, Alberta
Phone: 455-7967

Representatives:

CALGARY AREA
Martha Mawer
Calgary Chamber of Commerce
517 - 519 Centre Street S
Calgary, Alberta T2G 2C4
Phone: 263-7435

EDMONTON AREA
Paul Ouimet
Room 2410, Oxford Tower
10235 - 101 Street
Edmonton, Alberta T5J 3G1
Phone: 428-5464

NORTHEAST AREA
Denis Fagnan
Box 2094
Bonnyville, Alberta T0A 0L0
Phone: 826-3459

NORTHWEST AREA
Gordon Pearcy
10008 - 103 Avenue
Grande Prairie, Alberta T8V 1B8
Phone: 532-1050

SOUTHEAST AREA
Ray Skow
200 - 7 Street SW
Medicine Hat, Alberta T1A 4K1
Phone: 527-3371

SOUTHWEST AREA
Leslie Lavers
University of Lethbridge
4401 University Drive
Lethbridge, Alberta T1K 3M4
Phone: 329-2722

ALBERTA CHAMBER OF COMMERCE
Brigham Day, General Manager
Alberta Chamber of Commerce
#800, 10179 - 105 Street
Edmonton, Alberta T5J 1E2
Phone: 425-4180

GOVERNMENT OF ALBERTA
Dave Chabillion, Executive Director
Career Development Sector
Alberta Manpower
10001 Bellamy Hill
Edmonton, Alberta
Phone: 427-3663

GOVERNMENT OF CANADA
Keith Shackleford, Director
Labour Market and Benefit Program
Canada Employment and Immigration Commission
9925 - 109 Street
Edmonton, Alberta T5K 2J8
Phone: 420-2390

2. Alberta Chambers of Commerce

The Alberta Chamber of Commerce role in the Hire-A-Student program is to promote all aspects of the program through its membership, increase the number of participating Chambers throughout the province, communicate with local Chambers of Commerce on appropriate Hire-A-Student matters, and encourage Canadian Chamber of Commerce support of the national Hire-A-Student program.

The participating local Chamber of Commerce role is to provide resources for the local program. The local Chamber is responsible for:

- providing a chairperson for the local Hire-A-Student committee from its local membership where possible,
- encouraging the community to provide positive work experiences for Alberta's students that will facilitate the development of leadership skills, and set an example through the Hire-A-Student program, and
- selecting members for the Hire-A-Student Advisory Council.

3. Canada Employment and Immigration Commission (CEIC), Alberta/North West Territories Regional Office

The CEIC Regional Office role in the Hire-A-Student program in Alberta is to provide support and coordination, and is responsible for:

- providing federal resources and policy for the placement function of the Hire-A-Student program in Alberta,
- compiling an annual composite Hire-A-Student program budget for the placement function and supporting the budget before the federal minister,
- providing program policy interpretation, advice and guidance concerning the operation of a placement service,

- providing members for a resource team to liaise with the provincial resource team,
- providing training to federally paid staff and to act as a resource for provincial training activities,
- providing a recording system which meets the needs of the sponsoring bodies and the local committees,
- developing an advertising policy compatible with the Hire-A-Student program in Alberta, and providing advertising and promotional materials and supplies, and
- providing an appropriate communications system between program participants.

Note: the 1984 Regional Office contacts are:
Shirlee Steele and Richard Berthelsen
Canada Employment & Immigration Commission
5th Floor, Batoni-Bowlen Building
9925 - 109 Street
Edmonton, Alberta
T5K 2J8
Telephone: 420-2416

4. Local Canada Employment Centre (CEC)

The Canada Employment and Immigration Commission through its network of Canada Employment Centres is responsible for the delivery of placement throughout the province of Alberta. The local Canada Employment Centre is responsible for:

- analyzing the summer employment needs of its labour market area,
- advising local committees of federal resources and services available for the Hire-A-Student program,
- planning with committees to ensure that the Hire-A-Student program is responsive to each community's needs,
- delivering the placement function in each labour market area by:
  . providing resources to meet the placement mandate focusing in particular on the urban centres,

. providing the services of area coordinators to act as a resource to provincially funded committees by participating in local committee meetings, providing advice and guidance upon request to local Hire-A-Student centre managers, and providing training on placement related duties to local centre managers,

- providing federal forms and brochures to all Hire-A-Student Centres, and
- providing an appropriate communications system for local program needs.

Note: Appendix A lists local Canada Employment Centre addresses and telephone numbers and details communities with Hire-A-Student centres in each of the thirteen Canada Employment Centre labour market areas.

5. Alberta Manpower

The provincial government role in the Alberta Hire-A-Student program is to provide support and coordination and is responsible for:

- providing provincial resources and policy for the educational function of the Alberta Hire-A-Student program, including supplementary support to the placement function,
- compiling an annual composite Alberta Hire-A-Student program budget for the education function and supplementary placement responsibilities and supporting the budget before the provincial minister,
- working closely with co-sponsors during all phases of the program, and especially during the planning cycle to ensure allocation of provincial resources to supplement the placement function within provincial guidelines,

- providing educational training resources and support to local committees and Hire-A-Student staff,
- providing members for a resource team to liaise with the federal resource team,
- providing training to provincially paid committee staff and to act as a resource to federal training activities,
- assisting in the development of a recording system that will meet the needs of all sponsoring bodies,
- providing advertising and promotional materials for the Alberta Hire-A-Student program, and
- providing an appropriate communications system between program participants

Note: Provincial resource personnel Linda Jorstad, Joanne Monro and Gord White can be reached at:

Hire-A-Student Resource Section
Alberta Manpower
Sun Building
10363 - 108 Street
Edmonton, Alberta
T5J 1L8
Telephone: 427-0115

6. Hire-A-Student Committees

Hire-A-Student committees work cooperatively with the Canada Employment Centre managers and the Alberta Manpower resource staff. They prepare Hire-A-Student plans and budgets, are responsive to community student employment needs, and administer the local Hire-A-Student program and funds.

The committees are comprised of community members who are interested in Alberta youth and are prepared to contribute time and expertise to the program. Where the Chamber of Commerce is active in the Hire-A-Student program, it is charged with forming the committee. Otherwise, another business, community organization or individual accepts the responsibility.

The committee is responsible for:

- selecting the local committee members and appointing a chairperson,
- encouraging participation and financial support from the community at large,
- encouraging the community to provide jobs for students,
- developing annual plans and budget for the Hire-A-Student program in cooperation with the CEC managers,
- ensuring that provincial financial support provided is used to complement and supplement CEC resources in order to optimize the impact of the Hire-A-Student program on the community,
- setting local wage rates and methods of hiring local committee paid staff,
- developing an appropriate budget submission and submitting it to the province for consideration,
- ensuring the integrity and proper administration of funds allocated or donated to the local program,
- facilitating training for committee paid staff by the area coordinator and/or the federal/provincial resource teams, and
- providing an appropriate communications system between program participants.

Note: Committee members are volunteers, and this is a heavy work load for them. They appreciate it when their student staff keep them well informed about Hire-A-Student activities. This can be done by:

- sending members copies of monthly reports.
- preparing a point form report of happenings, statistics, promotions, etc. for presentation at committee meetings.
- taking notes at meetings, and preparing and sending minutes to members. This reminds them of the decisions made, and/or any activities delegated to the individual member.

- providing recommendations on program operations. The committee provides continuity for Hire-A-Student. Your recommendations and comments will help them plan effectively for the coming year.

Student staff should be aware that it may be difficult to arrange formal committee meetings during the summer. What often happens is that the individual members drop in for a brief update, and meet as a group only if there are problems you need help with.

As well, some committees are reluctant to intrude; they see a benefit in giving their staff as much responsibility as possible. So don't expect the committee members to come to you - go to them. Give them a call to let them know what you are planning. Ask if they think your ideas will work, and what steps you should consider when implementing them. You could also arrange to meet committee members for a discussion over coffee. Keep the communication channels open and be sure to fully utilize this valuable resource.

D. Program Staffing

1. The Coordinating Team

This team, composed of federal and provincial staff, works year round with the Hire-A-Student program. The members coordinate activities and assist local communities with program operations through varying means (i.e. provision of funding support, supplies, staff training, etc.).

The team members can not do a good job unless they hear from you. The information provided by student staff and committees is used to determine Alberta's Hire-A-Student needs. They welcome your comments in your monthly and final reports and encourage you to contact any of them throughout the summer.

1984 coordinating team members are as follows:

Federal	- Shirlee Steele Richard Berthelsen	Phone: 420-2416
Provincial	- Linda Jorstad Joanne Monro Gord White	Phone: 427-0115

2. Student Staff

All Hire-A-Student centres receive community support. In the six urban centres, provincial and federal funding is also provided. Other centres located in Canada Employment Centre facilities receive federal funds. Most of the smaller communities receive provincial government funding support.

Funding determines job titles. For example, staff hired federally are termed program administrators, student placement officers, area and operations coordinators. Committee paid staff include centre managers, job search team leaders and job search presenters.

Although the job titles of Hire-A-Student staff are straight forward, job duties are not. These change depending on the local committee, number of staff in the Hire-A-Student office and the size of the community serviced. The following provides a brief overview of student staff job duties.

a) Program Administrator

This position is open to recent graduates of post-secondary institutions. Duties include the provision of support services in the recruitment, hiring, training, and supervision of Hire-A-Student centre student staff, and providing reports and statistical information.

b) Operations Coordinator

These coordinators report to program administrators in Calgary and Edmonton. They are responsible for the daily supervision of over twenty placement officers in each of these urban centres.

They organize and coordinate office operations and ensure that services for students and employers are provided in an efficient manner.

c) Student Placement Officer - Urban

Larger urban centres usually have teams of placement officers who do the following:

- provide students with information,
- register students,
- contact employers to inform them about the program,
- receive job orders from employers and make referrals, and
- maintain records of registrations, placements and employer vacancies.

Because there is a large group of placement officers, the work is divided so that on any given day some will conduct interviews, while others take job orders, conduct employer visits, or assist with publicity.

d) Student Placement Officer - Rural

These are placement officers who work in Canada Employment Centres in smaller communities. They operate one-person offices and execute all the functions of a centre manager. The only difference is that they work in a federally funded office under the direction of the branch Canada Employment Centre officer-in-charge, and may not have interaction with a committee.

e) Area Coordinator

Area coordinators work under the general direction of the local Canada Employment Centre (CEC) manager (or his/her designate, usually a program adminstrator or CEC/HAS liaison officer) and with the assistance of the local Hire-A-Student committees, assist in the implementation and coordination of the Hire-A-Student activity in a given area of the province by:

- establishing and maintaining supporting services for local Hire-A-Student offices in the area,

- liaising closely with local Hire-A-Student committees,
- assisting in the day-to-day operation of the local Hire-A-Student office,
- assisting the Hire-A-Student committee in recruiting, hiring, training and supervising the local centre manager,
- preparing and issuing an area newsletter and making regular contributions to the province-wide newsletter,
- providing students, employers and the general public with up-to-date information regarding the Hire-A-Student program as well as other related summer youth employment initiatives,
- gathering, compiling and submitting monthly statistical reports to the local Canada Employment Centre as required,
- ensuring that the monthly narrative and financial reports required by the Province of Alberta are gathered, collated and sent in by the due date each month,
- providing a final report on the placement activities of the Hire-A-Student operation in the labour market area, and
- other related duties as required.

f) Hire-A-Student Centre Manager

The committee-paid Hire-A-Student centre manager, a high school or post-secondary student, often has to be a 'one person show' because at various times, he/she is expected to act as promotions expert, orator, secretary, supervisor or statistician. The duties of the centre manager are to:

- organize and operate a local Hire-A-Student office according to Hire-A-Student committee direction,
- provide students with information on the program, job search techniques, employment opportunities, and the process of completing job applications,
- register students looking for work,
- contact individual employers, service clubs and other groups to inform them of the program, solicit support and

promote student hiring practices,

- plan and carry out a promotional campaign for the program in the community. More specifically, a centre manager is required to work with the media, make and display posters, create and carry out publicity events, organize special job creation projects, and contact home-owners regarding odd job prospects for students,
- receive job orders from employers, and make suitable student referrals to available jobs,
- maintain a log book on daily activities,
- prepare reports as required,
- submit contributions to the area and province-wide newsletters,
- maintain appropriate records of student registrations, placements and promotional activities for the committee and the provincial and federal governments as required,
- respond to student and employer requests for further information on government programs and careers, and
- perform other related duties as required.

g) Job Search Team Leaders

Team leader positions are available in Calgary, Edmonton, Edmonton Region, Grande Prairie, Lethbridge, Red Deer and Medicine Hat. Incumbents in this position are recent post-secondary graduates in a related discipline. This is a full-time position during the January to end of June period.

Under the direction of the local Hire-A-Student committee, team leaders are responsible for the operation and evaluation of a regional service which provides Alberta youth with information on effective job search methods. Duties include supervision of student job search presenters, liaison with regional school personnel and government agencies, coordinating cost effective presentations and travel bookings, and preparing activity and statistical reports. Team leaders are also required to make

presentations on effective job search methods to junior and senior high school students.

h) Job Search Presenters

Post-secondary students in a related discipline fill the job search presenter positions in Calgary, Edmonton, Edmonton Region, Grande Prairie, Lethbridge, and Red Deer. Presenters work part-time until the end of their April exams, then full-time to the end of June.

As part of a student team, under the direction of the local Hire-A-Student committee, presenters travel to junior and senior high schools within the region to conduct presentations on effective job search methods. Other duties include liaison with educators and Hire-A-Student personnel, preparing activity and statistical reports, year-end evaluation and recommendations to improve the service.

Legislation

II. LEGISLATION

It is essential that staff be familiar with the legislation which applies to student summer employment and understand how this legislation affects Hire-A-Student. This must be done before receiving student registrations and employer orders and referring students to a job.

A. Employment Standards

In March of 1981, the Alberta Labour Act was revoked and the Employment Standards Act was introduced. The Alberta Department of Labour continues to be responsible for this legislation, which was enacted for the employee's protection.

The regulations under the new Act will be provided by your area coordinator and should be posted in your office. These regulations provide detailed legal information, so for quicker reference to labour laws, consult the Employment Standards pamphlet.

Certain aspects of the Employment Standards Act do not apply to domestic or farm labour jobs. For example, jobs at an employer's home or on a farm do not have to conform to minimum wages, parental consent or other requirements outlined in the Employment Standards Act. However, farm labourers and domestics are covered under the Act for wage recovery (ie. the wage rate agreed to by an employer and the farm worker or domestic) and notice of termination.

The Act applies totally if the employer is a business firm or other registered employer. Thus mowing lawns, painting, or window washing at an office or other business is covered by the Employment Standards Act.

Below is a brief summary of some important considerations from the Employment Standards Act - "Adolescents and Young Persons Employment Regulation."

1. Age

Students 12 years old and under 15 years (adolescents):

- are limited to type of employment.
- employer requires written consent from parents.
- cannot work between the hours of 9 p.m. to the following 6 a.m.

Students 15 years old and under 18 years (young persons):

- employed between 9:00 p.m. and 12 midnight in business establishments such as service stations, grocery stores, food outlets, restaurants, motels and hotels must be under the supervision of one or more adults, but cannot be employed in these businesses between 12:00 midnight and 6:00 a.m.
- can be employed between 12:00 midnight and 6:00 a.m. in establishments such as hospitals, manufacturing plants, refineries, pulp mills and nursing homes, but must be in the continuous presence of one or more adults and the employer must have written permission of the parent or guardian.

2. Wages

- for students 18 years and older the minimum wage is $3.80/hour.
- for students under 18 and working part-time during the school term from September to June the minimum wage is $3.30/hour.
- for students under 18 and working in July and August the minimum wage is $3.65/hour.

3. Hours of Work

- overtime is payable for work over eight hours a day or forty-four hours a week, whichever is greater. Overtime shall be paid at a rate not less than one and one-half times the regular wage.

- minimum hours of work for students under 18, attending school and working part-time during September to June: "where any period of employment is less than two consecutive hours, the employee shall be paid wages for two hours at a rate not less than the minimum wage to which they are entitled."
- minimum hours of work for students over 18 years of age or under 18 years of age and not attending school (i.e. during July and August): "where any period of employment is less than three consecutive hours, the employee shall be paid wages for three hours at a rate not less than the minimum wage to which they are entitled."

4. If Problems Arise

Hire-A-Student centres provide information on labour regulations to students and employers, preferably by handing out the appropriate Employment Standards pamphlets. Hire-A-Student staff should never become directly involved in any dispute, other than to immediately inform the committee of the situation. Instead, refer the complainant to the nearest Employment Standards Branch. Addresses for these offices are as follows:

CALGARY - Deerfoot Junction, Tower 3
Room 3300, 1212 - 31 Avenue N.E.
Calgary, Alberta T2E 7S8
Ph: 230-1993

EDMONTON - #403, 10339 - 124 Street
Edmonton, Alberta T5N 3W1
Ph: 427-3731

EDSON - 5041 - 1st Avenue
Grand Trunk Shopping Centre
P.O. Box 1658
Edson, Alberta T0E 0P0
Ph: 723-3341

GRANDE PRAIRIE - #3501, Provincial Building
10320 - 99 Street
Grande Prairie, Alberta T8V 6J4
Ph: 539-2253

LETHBRIDGE - #377 Government Centre
208 - 5 Avenue, South
P.O. Box 3014
Lethbridge, Alberta T1H 0H5
Ph: 329-5447

MEDICINE HAT - #317, 770 - 6 Street S.W.
Medicine Hat, Alberta T1A 4J6
Ph: 529-3524

RED DEER - P.O. Box 5002
2nd Floor, Provincial Building
4920 - 51 Street
Red Deer, Alberta T4N 6K8
Ph: 343-5153

ST. PAUL - #407, 5025 - 49 Avenue
P.O. Box 2109
St. Paul, Alberta T0A 3A0
Ph: 645-6349 Ext. 282

B. Human Rights

There are two anti-discrimination laws which are operative in Alberta: the Canadian Human Rights Act (federal) and the Individual's Rights Protection Act (provincial). Each prohibit discrimination in specific areas on the basis of specific grounds. Only those areas and grounds which are articulated by the law are protected. Caution is required in dealing with this area because some employment situations which are unfair are not necessarily illegal.

Hire-A-Student staff may have occasion to explain these government guidelines to employers, but again, should never get involved in any dispute. Complainants should be directed to contact the appropriate Human Rights Commission Office.

Following is a list of how both acts prohibit discrimination in the

area of employment. The act you use depends on who the employer is (i.e. If John's Mens Wear calls in, you use the Individual's Rights Protection Act; if the Toronto Dominion Bank places an order, they fall under the Canadian Human Rights Act).

1. Canadian Human Rights Act

This Act applies to all federal government departments and agencies, crown corporations, and to business and industry under federal jurisdiction, such as banks, airline and railway companies - in their employment policies as well as in their dealings with the public.

It also protects the privacy of personal information stored in government files. It ensures that any person may find out if there is personal information on these files (eg. a Hire-A-Student registration card), check its accuracy and the use to which it is being put, and request that inaccurate information be corrected.

It protects employees against nine different kinds of discrimination based on race, national or ethnic origin, color, religion, age (all ages), sex, marital status, the fact that a person was convicted for an offense for which a pardon has been issued, or the fact that a person has a physical or mental handicap.

The Canadian Human Rights Alberta Commission Regional office is located at #416 - 10506 Jasper Avenue, T5J 2W9 in Edmonton, phone 420-4040. Note that they accept collect phone calls from anywhere in Alberta or the Northwest Territories.

2. Alberta Human Rights

The Alberta Human Rights Commission is responsible for the administration of the "Individual's Rights Protection Act." The Act applies to all provincial government departments and agencies

as well as all businesses and industries under provincial jurisdiction, in all facets of employment policies, practices and referrals.

This legislation is designed to provide protection against discrimination in employment because of race, color, religious beliefs, sex, marital status, age (45-65 only), ancestry, place of origin, or physical characteristics (i.e. any physical disability resulting from bodily injury, birth defect or illness which does not affect a person's ability on the job).

It is important to note that domestics employed in private homes and employees of farmers sharing or living in the farmer's domicile are not covered by this Act.

As with employment standards, there are exceptions. Employers are sometimes allowed to specify a preference for a particular type of person if the job, by definition requires that type of person (in legal jargon this is called 'bona fide occupational qualification'). In order to do this, the company must get written permission from the Alberta Human Rights Commission.

This law is designed to protect the individual from certain discriminatory employment practices when and if he/she needs it. However, it still allows the employer to hire the person most capable of performing the job.

As with Employment Standards, the centre manager's job is to refer students with concerns to the nearest Alberta Human Rights Commission office, located as follows:

501 Edwards Professional Centre
10053 - 111 Street
Edmonton, Alberta T5K 2H8
Phone: 427-7661

1333 - 8 Street S.W.
Calgary, Alberta T2R 1M6
Phone: 297-6571

C. Citizenship

Only Canadian citizens, residents with bona fide immigrant status and students or trainees with working visas are eligible for employment.

Foreign students are in Canada for educational purposes only; they are admitted on the basis that they can maintain themselves on a standard of living equivalent with Canadian students. Money for their existence is to be sent from their home country. Foreign students are made aware before entering Canada that they are not allowed to accept employment in this country. Hire-A-Student staff do not have the right to offer their services to a foreign student who does not have a valid work authorization.

Be aware that if a foreign student is found to be employed illegally, he/she is subject to deportation with very little chance of returning to Canada.

D. Social Insurance Number

All people working in Canada must have a social insurance number. Anyone of any age can apply for a social insurance number (SIN) which they keep for life. In communities without Canada Employment Centres, kits may be available at post offices.

If someone comes in to apply for a SIN, give them a kit and help them fill out the form. Directions on how to fill out the form are provided in the booklet in the SIN kit. When the application form has been filled out, ask them to take the form in person to the nearest Canada Employment Centre. Mailing in original documents is not recommended as they may be lost. If applicants must apply by mail, have them get mail-in kits from local post offices.

For the application to be verified, the applicant must have two pieces of identification, one of which must be a birth certificate or

certified copy (a photocopy alone won't do). The other piece of identification could be a school identity card, Alberta Health Care card, driver's license or report card.

During the summer, you may hear the phrase 'the distinctive number 9'. This refers to non-immigrants with work visas authorizing them to work for a specified employer in Canada. They may not work for any other employer unless their visa has been authorized at a Canada Immigration Centre. These people will have a SIN with a '9' for the first number in the 9-digit series. Hire-A-Student and Canada Employment Centre staff may not help these persons find work. They should be referred to the nearest Canada Immigration Centre.

However, there are special circumstances where persons with social insurance numbers starting with '9' may have special permission to look for work in Canada. Their papers should indicate this special permission. If in doubt, contact your local Canada Immigration Centre.

There will also be students in Canada authorized to work for specific employers under International Student Exchange programs. This will be indicated by the visa in their passports. We do assist some of these students to find work, but they must report to their Canada Immigration Centre in person if they change jobs. Contact your area coordinator or nearest Canada Employment Centre if you are not sure of a person's status or right to work.

Refugees who have come to Canada recently receive landed immigrant status, and as such are entitled to work. Their passports should show a Landed Immigrant stamp and they should either already have a social insurance number or should go to their Canada Employment Centre in person to apply for one.

E. Privacy of Information

The information given to you on the registration card is strictly confidential. You use it when referring students to employers, but

you do not respond to non-employer queries with respect to information about one of your registrants. If you are contacted in this regard, check with your area coordinator to ensure that you follow procedures recommended by the local Canada Employment Centre.

F. Injury on the Job

As a placement agency, Hire-A-Student refers students to prospective employers. It is the employer who makes the final decision on whom he/she hires. NEITHER HIRE-A-STUDENT NOR ITS SPONSORING AGENCIES HAVE ANY LIABILITY FOR INJURY OR DAMAGE TO THE STUDENT OR HIS PROPERTY WHICH MIGHT OCCUR WHILE HE/SHE IS WORKING ON A JOB FOUND THROUGH HIRE-A-STUDENT.

Hire-A-Student often refers students to domestic or farm jobs. In most cases, students accepting jobs in these areas should consider themselves as private (independent) contractors and assume self-responsibility.

G. Parental Consent

As outlined in the Employment Standards Act, in some cases employers require written parental consent to employ students. It is THE RESPONSIBILITY OF THE STUDENT BEING EMPLOYED TO GIVE HIS/HER PARENT'S WRITTEN CONSENT TO THE EMPLOYER.

In response to committee request, the Hire-A-Student Resource section developed the sample letter and form shown on the following pages. Neither is a legal document. Hire-A-Student offices should consider use of such letters and forms as simply a method of informing parents about the employment legislation. Student staff should ask their committees for direction in this area.

Sample Letter

(address)
(date)

Dear Parent/Guardian:

A Hire-A-Student office has been organized in your community to assist local students in finding summer jobs. The Hire-A-Student centre manager will be taking job orders and referring students to these job orders.

The Employment Standards Act limits the type of work that students under 15 can perform. These students must be over 12 years of age and may be employed in domestic services such as lawn-cutting, hand raking, general clean-up, or baby-sitting. Students in this age group may also be placed as delivery persons of small wares for a retail store, clerks or messengers in an office, as clerks in a retail store or as delivery persons for the distribution of flyers or hand bills - providing that such employment is not, nor is not likely to be injurious to the life, health, education or morals of the student.

As an employment service, Hire-A-Student refers students to prospective employers. It is the employer who makes the final decision on whom he/she hires. Hire-A-Student does not assume liability for any injury or damage to the student or his property which might occur while he/she is employed on a job through Hire-A-Student.

Please sign and return one copy of the attached form if you consent to your child or ward being placed in a job through Hire-A-Student.

Thank you for your attention to the above matter.

Yours truly,

(name)
Hire-A-Student Centre Manager

Sample Form

_____ Hire-A-Student

_____

Address

_____

Phone Number

Parent/Guardian Consent Form:

This is to certify that I consent to my child or ward being referred by the Hire-A-Student office to a possible job placement.

I also consent that my child or ward may be employed as:
(show occupations on the following lines)

_____ _____

_____ _____

_____ _____

_____ _____

I am aware that Hire-A-Student and its sponsoring agencies are not responsible in case of accident, injury or sickness to my child or ward.

Name of Student _____

Signature of Parent/Guardian _____

Date _____

Service To Employers And The Community

III. SERVICE TO EMPLOYERS AND THE COMMUNITY

For Hire-A-Student, an employer is anyone who will hire a student to do a job. This job can last the summer, a week, a day, or even a few hours.

This definition means that everyone in your community (businesses, householders, farmers, government, etc.) is a potential employer. Approach any potential employer with the Hire-A-Student objective firmly in mind - to help students get jobs.

When contacting employers, remember that they hire students for several different reasons. Some businesses are busy during the summer and may need the extra help that students can provide. Retail outlets need extra staff, and students can do an excellent job of serving the public. Some employers remember how much a summer job meant to them. Others see hiring students as a means of giving students an opportunity to gain practical business experience.

Similarly, there is scarcely a home-owner who doesn't have a job or two around the home that needs to be done. Such tasks can be well taken care of by students.

Be aware of what hiring a student means to business people. As well as salary dollars, they must also pay the employers' share of Canada Pension, Unemployment Insurance, Workers Compensation, etc. A good employer also budgets for the time required to train staff.

You may have to persuade businesses that both the time and money will be well spent and show that there will be a return on this investment.

A. Employer Contact

The following information is specific to the individual employer relations visit (called an ER). It is up to you to choose from this the areas that will also be applicable to community group presentations.

1. Preparation for Employer Visits

- talk to your Hire-A-Student committee. They will help you understand the economic conditions and employer attitudes current in your area, and can suggest methods of approach. Some committees accompany Hire-A-Student centre managers on their first few employer visits. Be aware that this depends on how they consider that you can appear most efficient in the job you are doing. For example, if employers in your area applaud self-reliance, it will help sell student capabilities if you approach them entirely on your own.

- make a list of all employers in your area. This can be done by looking in the phone book, consulting Town Offices, your Chamber of Commerce or Board of Trade, and your committee members. Include town, county and provincial government offices on your list as they may be hiring students under the Summer Temporary Employment Program (STEP).

An example of an employer list is as follows:

EMPLOYER LIST

Name and Contact	Address	Phone	Type of Business
Joe's Welding Joe Smith	555 Centre Street Yourtown, Alberta T5H 1N5	678-1234	Welding
Acme Enterprises Ltd. Bert Williams	124 - Dover Street Box 421 Ourtown, Alberta T5H 1N6	627-3947	Equipment Rental

- the important thing to remember is to find out from the employer what kind of business he/she is in. This is easy when you can tell by the name of the company (i.e. Hotel Macdonald is a hotel and the New Main Cafe is a restaurant). However, from the example above, note that the name does not always tell what the business is. Acme Enterprises may do

everything from selling gas to renting equipment. In these cases, you will have to ask. If the major volume of the business is renting equipment, then equipment rental will be the type of business.

A common mistake is to classify the company's business by the type of staff requested by the employer. For instance, PCL may require a welder helper. However, it is a building construction company, not a welding contractor. To avoid mix-ups, don't make assumptions - ask the employer.

- plan to do your employer visits as soon as you are hired. Using your list, anticipate which employers will be able to use help the earliest (i.e. landscaping, construction) and time your visits accordingly.
- don't make the mistake of thinking you can do dozens of calls in a day. Note that Monday mornings and Friday afternoons are generally poor times for a visit.
- don't forget the small businesses. They usually do not have the effective summer placement systems found in larger companies.
- some student staff have found it effective to send employers a brief letter of introduction outlining Hire-A-Student services, office location, phone number and hours of operation. They then follow up the introductory letters with a phone call to arrange an appointment with the person responsible for hiring.

2. <u>Employer Visits</u>

- when you visit the employer, remember to take all your equipment (i.e. pamphlets, business cards, job order forms and employer visit record sheets). Another item that might come in handy is this Hire-A-Student Handbook. Sometimes employers ask questions that you are not sure about. Look in your book;

show the employer that you are interested in finding the correct answer. An employer likes to see initiative and may judge other students by your example.

- dress is very important. This does not mean that your Sunday best is required, but dress to suit the business you are contacting. Note that many employers have a real aversion to jeans; play it safe, don't wear them. Be neat and clean -- and smile.

- the purpose of your visit is to encourage the employer to hire students - preferably through the Hire-A-Student office. To do this, why not get the full-time staff to help you? When you go into a business, greet everyone there in a courteous, friendly, professional manner. If you make a good impression on the staff, they might suggest to the employer where they could use student help. Further, some employers often delegate hiring responsibility for casual staff to these employees.

- keep your eyes open. Look for jobs a student could do. For example, you see that the employer's stock room is a mess, or the windows are dirty, etc. Use these observations and suggest situations where a student could help (ie. "We have students specializing in window washing. Could you use their service?")

- when you meet the employer be prepared. Have some sort of greeting and know a little bit about the business (i.e. size, service or goods provided, etc.). For example, if you are going to a restaurant, you might say to the manager, "Good morning Mr. Smith, I understand that you have the only restaurant here that specializes in Greek cuisine." If the employer knows that you are interested in his/her business, he/she will be interested in yours. Chances are he/she will be more ready to utilize Hire-A-Student services.

- speak about the benefits of hiring a student. Emphasize that students are available for full-time or casual jobs. Explain to the employer that you have a number of students registered, and outline some of their skills, experience and training. You could also casually mention that younger students exhibit enthusiasm for almost any job.

- explain how the Hire-A-Student office will, at no cost to employers, screen and refer suitable applicants to them. Stress that it is the employer's responsibility to interview and assess (i.e. to hire only if the student will satisfy the job requirements).

- mention that Hire-A-Student can save the employer time and money. If an employer were to advertise a position, he/she might get 20 - 30 applications. The employer would then have to take time to screen all the candidates, whereas Hire-A-Student will only send the number of qualified candidates the employer wants to see.

- indicate that you can do a better job of referring students if employers are specific about qualifications when placing the job order.

- you may also want to mention to employers that if you can't satisfy their needs from local student resources, a Canada Employment Centre can be contacted to see if a student could be brought in from another area or even from another part of Canada.

- ask for questions. If you are asked a question you can't answer, be truthful. State you'll find out and get back to them - and <u>then be sure you do it</u>.

- employers often have questions about the minimum wage rate for students, so carry copies of the pamphlet "Employment Standards" that you can leave with them.

- another common question is, "Are there any government programs

that reimburse employers who hire students?" At the time of writing this Handbook, these types of programs for 1984 have not been confirmed. Your area coordinator will let you know the details of these when they are announced.

- give the employer a business card and information pamphlet. Thank the employer for his/her time.
- if you don't get a job order, don't be discouraged. The employer may need time to think about the information, and find out from staff where a student could be used. Fill out an Employer Visit form (see next two pages), including the employer's name, the kind of business, address and a record of the events that happened on your visit. Also, record any comments made by the employer concerning Hire-A-Student. If the employer has mentioned that he/she may require help later in the summer, be sure to note a 'call back' date on your calendar.

3. Expecting the Unexpected

If you are properly prepared and have a confident, positive and professional attitude, your visit will go well. However, on occasion, you may encounter one of the following situations and should be prepared to handle it.

- if the employer has had a bad experience with a Hire-A-Student referral, agree that there are some students who, like non-students, find it difficult to hold a job. Remind the employer that Hire-A-Student will make referrals, but the employer chooses who will be hired. (Note: don't be surprised if this is new information to the employer. In past years, some employers thought they had to hire the first student sent to see them). State that the employer has no obligation to hire the students referred if they can not fill the job requirements. You could suggest that more precise job orders lessen the chances for referral of unsuitable

Report of Employer Visit Form (front)

Employment and Immigration Canada Emploi et Immigration Canada

EMPLOYER'S RECORD – *FICHE DE L'EMPLOYEUR*

Name of Employer – *Nom de l'employeur*	S.I.C. Code *C.T.I.*	No. of Employees – *Nombre d'employés*
AXL MANAGEMENT GROUP	Private	20+
Address – *Adresse*	**Postal Code** *Postal*	**Tel. No.** – *N° de tél.*
1 Seneca Road		456-5616

Nature of Business – *Type d'entreprise*
Real Estate and Corporate Holdings

Senior Officers – Name and Position/ *Cadres supérieurs – noms et postes*
Sylvia Smith, Executive Secretary is our contact.

Mr. Jackson - President

HIRING DECISIONS MADE BY – *L'ENGAGEMENT EST DU RESSORT DE*

NAME – *NOM*	POSITION – *TITRE*	OCCUPATIONAL GROUPS – *GROUPES DE PROFESSIONS*
Ms. Smith	Exec. Sec.	All student staff

SELECTION BASIS OF EMPLOYEES (Tests, Medical Examination, Reference Interviews, etc.)
MOYENS DE SÉLECTION DES EMPLOYÉS (Tests, examen médical, références, entrevues, etc.)

Strictly on qualifications - words per minute tested.

WORKING CONDITIONS SALARIES AND WAGES (Including Hours of Work, Overtime, Physical Environment, etc.)
CONDITIONS DE TRAVAIL SALAIRES ET TRAITEMENTS (y compris heures de travail, surtemps, conditions matérielles, etc.)

Working conditions are excellent - $5.66/hour to start, with raise after one month.

EMP. 2075 (8-72) (MAN. 731)

Report of Employer Visit Form (back)

FRINGE BENEFITS (Vacation Paid Holidays, Hospital and Medical Benefits Insurance, Retirement Plan, etc.)
AVANTAGES SOCIAUX (Vacances, congés payés, assurance-hospitalisation et assurance-maladie, régime de retraite, etc.)

Possibility of returning to more senior position in the next summer.

Union Name and Local *Nom du syndicat et section locale*	Union Contact — *Représentant syndical*	Position — *Titre*
Ø		

Address — *Adresse*	Telephone No. *N° de téléphone*	Contract Expires *La convention expire le*

OTHER IMPORTANT COLLECTIVE AGREEMENT PROVISIONS — *AUTRES DISPOSITIONS IMPORTANTES PRÉVUES PAR LA CONVENTION COLLECTIVE*

GENERAL REMARKS (Work Force Composition, Turnover, Seasonal Fluctuations, Significant Expansion, Technological Changes, Training in Industry, etc.)
OBSERVATIONS GÉNÉRALES (Composition des effectifs, roulement, variations saisonnières, expansion importante, changements technologiques, formation dans l'industrie, etc.)

ER visit May 21, 1984

Company established since 1965

employs 20+ employees

business hours are 8:30 am - 5:00 pm

Real Estate business

job order called in May 31

1 student placed June 6

candidates. Conclude by stressing that Hire-A-Student wants employers to be satisfied with the service and ask for suggestions on how you might improve operations.

- if an employer becomes abusive, politely excuse yourself and suggest that perhaps another time would be more opportune to discuss student employment. Do not engage in an argument with an employer. We do not want to win arguments and lose jobs for students. Let your committee chairperson know what happened.

- if you encounter the friendly, talkative employer, it is best to present as much material as possible in a reasonable time and then politely leave.

- if you receive an 'on-the-spot' employer order, fill out the job order form and inform the employer of what he/she can expect to happen. If you think the job order will be difficult to fill (high qualifications or low wage rate), tell the employer and tactfully explain why. Suggest that the employer also look on his/her own. Always be open and honest. This prevents misunderstandings.

- if you run into an employer who doesn't keep an appointment, remember that employers sometimes have to deal with emergency situations and honestly forget about prior commitments with Hire-A-Student. Make another appointment. If the employer is still not available, send him/her a letter that details Hire-A-Student services.

- if the employer is obviously very busy when you call, suggest that you will return at a better time, and leave a pamphlet.

B. Service Club Presentations

1. How and When to Make Contact

Every town or city has several groups organized by community minded citizens (e.g. Chamber of Commerce, Board of Trade, Lions,

Rotary, Kinettes, etc.). A list of the groups and their senior officers' phone numbers is likely available through the Town Office.

When asked, these groups generally provide positive support to Hire-A-Student. However, because they may disband for the summer, it is <u>essential</u> to contact them in early May.

Phone the senior officers to find out when the regular meetings are held. Follow this up with a formal written request to speak to the group and state the date or dates you will be available. It's a good idea to attach a draft outline showing the approximate length of your presentation.

2. <u>Service Club Presentation Outline</u>

Prepare the presentation, including the same general information provided on employer visits, but also stressing how Hire-A-Student provides a service to students and the community.

Use the following check list to ensure you have covered:

- personal introduction - e.g. I'm Pat Student, manager of the Hire-A-Student office located at . . .
- purpose of the visit - e.g. we need your help to make Hire-A-Student a successful community effort. Governments provide limited monies, generally just to cover staff wage costs, so we need your support as a committee member, or by employing students, or by supplying accommodation for the office, desk, phone rental, office supplies, or by helping out with cooperative advertising, etc. Therefore, we are asking you to . . .
- what is Hire-A-Student - e.g. a program aimed at bringing students and employers of the community together in an employee-employer relationship, a student run pre-screening service, it has been in your area for _____ years and placed ____ students last year, etc.

- who is involved - e.g. the Chamber of Commerce, community groups, and federal and provincial governments. The committee chairperson is _____. Members are _____.
- how the community can use Hire-A-Student - e.g. it's a free referral service, can provide students for available jobs . .
- conclusion - restate the purpose of your presentation, mention again where the Hire-A-Student office is located, the operational hours and telephone number, and thank your audience.

3. Public Speaking Tips

Basically, successful public speaking requires honesty (I've got a true story to tell), brevity (who wants to listen to me all day) and respect (these people are giving up their time because they think I have something to say).

The suggestions listed below will help you prepare for a speaking engagement.

- over a period of several days, jot down ideas concerning your topic and arrange them in sequence.
- write out the speech in short, crisp conversational sentences. Do not use technical jargon.
- read it aloud several times and condense it into brief headings on cards.
- rehearse several times, using the cards only as a guide. Never try to memorize a talk except for the opening and concluding remarks.
- intersperse your talk with illustrations or personal experience.
- explore the possibility of using visual aids such as posters, slides or films.
- stick to the subject and to the time allotted.

- maintain as much eye contact with your audience as possible.
- speak slowly and clearly so that everyone can hear you.
- be 'over-prepared'. It often pays to have with you all sorts of facts and figures which will help you answer unexpected questions.
- close your presentation by briefly highlighting the main points.
- distribute pamphlets, your business card or other appropriate literature that will help people remember you.
- make copies of your speech available if media representatives are expected to be present.
- always give the chairman brief biographical information on yourself.
- most important - remember to <u>smile</u>.

4. <u>Sample Service Club Presentation</u>

(1982 Address to Crowsnest Pass Chamber of Commerce)

"Ladies and Gentlemen:

I would like to take this opportunity to introduce myself and explain the Hire-A-Student program and its plans for the summer of 1982.

First of all, I am Leigh Siska, the 1982 Hire-A-Student centre manager for the Crowsnest Pass. I shall be graduating from high school on June 26 after having completed my grade twelve in January. My desire to help people and overall, this community, is becoming a reality as my duties as centre manager get more involved. I have high hopes for this summer and I hope I can count on the Chamber's support.

Hire-A-Student is a non-profit service designed to accommodate the needs of both the employer and the student seeking employment. This is achieved by encouraging employers to use this service

through public relations activities which support hiring students. After having solicited job orders, the centre manager refers students that he/she feels are qualified for a specific job. The centre manager DOES NOT HIRE STUDENTS, only REFERS THEM. This year, in addition to the job creation of Hire-A-Student, special emphasis has been placed on educating youth on the methods of job search and the long term effect of summer employment on one's future plans.

The operation of the Hire-A-Student office is left up to the centre manager who sometimes is expected to be a 'one person show', doing everything from being a promotions expert to a statistician. Because this program is very much community oriented, there is what we call the Hire-A-Student committee. This committee acts in an advisory capacity to the centre manager. The committee members finalize the Hire-A-Student summer plans and budgets, are responsive to community student employment needs, and administer the local Hire-A-Student program and funds. The committee consists of community members who are interested in Alberta youth and are prepared to contribute time and expertise to the program.

Because Hire-A-Student is a non-profit organization, the necessary funds needed to operate this summer program are obtained through either the federal or provincial governments, the local Chamber of Commerce and finally, through donations given by local merchants or service clubs.

The Chamber of Commerce has supported the Hire-A-Student program in previous years. Throughout the years, the role of the Chamber has changed immensely, to the program's benefit. Basically the Chamber is now responsible for providing a member for the Hire-A-Student committee, and encouraging the community to provide work experience for students that will facilitate the development of leadership skills. When possible, Chambers also provide financial resources for the program as well.

At this time, I would like to ask your support for another year. In the past five weeks, 148 students have registered and a total of 27 jobs orders have been placed of which 12 are classified as temporary work. These figures are well above last year's statistics and I hope both areas continue to increase. However, there will have to be a lot more job orders placed to meet the number of students registered.

I believe the task of informing youth of this community is well on its way to being concluded. After promoting the Hire-A-Student program in the three local schools, registrations have sky-rocketed. Now, the task at hand is informing the business community. Throughout the summer, businesses and the general public are urged to utilize this service whether the job is moving furniture or running errands. Any job - big or small - enables a student to say he/she has had work experience.

Though all indications are that the economy is going to remain repressed, the Chamber of Commerce, the general public, and Hire-A-Student can work together to ease these hardships and make the youth of this community a vital asset to its growth and productivity.

I thank you for this opportunity to speak on behalf of Hire-A-Student. I trust that the 1982 Hire-A-Student program will again have the support of the Crowsnest Chamber of Commerce. If you have any questions about the program or its plans for the summer, please don't hesitate to ask.

Thank You."

Service To Students

IV. SERVICE TO STUDENTS

Your job is to provide students who come to your office with the job search information and materials that have been passed on to you. If pertinent, you can also relate your own experiences to benefit students seeking work. Information sharing is an important aspect of your job. Remember this when you are interviewing students.

A. Student Registration

Very simply, this means having the student fill in the Hire-A-Student registration card provided by the Canada Employment and Immigration Commission. The card is easy to use (refer to pages 154 to 155) and when properly completed, gives you all the information required for good referrals.

Registrations are best done on an individual basis and followed immediately by an interview. When there is no time to do this, have the registration card completed and arrange to interview the student at a later date.

Some Hire-A-Student centres set up booths in schools or take registrations in classrooms to provide service to students bussed in from outlying areas. These centres have found it wise to contact students registered this way after June 15 to ensure that they are still looking for work. They recommend that you don't count these registrations until after this second contact, because a number of students will have changed their plans in the interim.

B. Interviewing Students

As an interviewer, your objective is to obtain enough information to accurately match the skills, interests and abilities of your client to those required on the employer's order. A good interview leads to accurate referrals, which in turn promotes good public relations for your Hire-A-Student office. You will achieve your own interview

'style', but generally interviews have the following format:

- when greeting the client, maintain eye contact and show respect.
- take the time to put the client at ease (i.e. talk about the weather, or a topic of local interest, etc.). This is called 'establishing rapport'.
- although you should try to avoid 'set' interview questions, it is a good idea to use the registration card as an interview guide so that you get the required information. Ask leading questions; sometimes you have to literally 'pull' information from the client.
- skim the registration card. If it isn't complete, take the opportunity to inform the client that employers make assessments on what they see on application forms. Emphasize the importance of completing applications neatly and accurately.
- if there is no social insurance number, suggest that the client apply for one at the nearest Canada Employment Centre, or that your Hire-A-Student office can provide an application kit.
- if the client looks extremely young, ask if he/she is eligible to work under Employment Standards legislation. As many people are unaware of the law, you could comment on the employment legislation applicable to persons under 18 years of age.
- find out the grade the client has completed. This can lead to a discussion about school subjects, likes and dislikes, extracurricular activities, etc. Such information can be important later. It can help you relate job opportunities to applicant skills. For example, suppose the client liked woodworking and you have a job order for a carpenter's helper . .
- do the special skills, certificates, etc., and the previous experience areas next. Discuss these in detail. Be sure the client has properly assessed these areas. For example, most businesses would not accept twenty words per minute as a typing skill. Or conversely, if the client has not noted activities,

inform him/her that some employers find babysitting, volunteer work, etc. indicative of responsibility, and that he/she should be sure to include this kind of activity on applications.

- now you have the information needed to discuss preferred occupations. Try to differentiate between what the client wants, and what he/she will take. Explain the kinds of job orders you get. Would casual work appeal to the student? If so, put down the name, telephone number, transportation, tools, etc. on your casual worker list. Let the under fifteen age group know that they will have difficulty finding a job because employers prefer hiring older students. Ask if they would be interested in being on an 'odd job squad'.

- at this point you will likely make an assessment of the client's interests, skills and potential. Be sure this assessment is based on the total interview, not on one or two answers you may or may not have agreed with.

- if you refer the student on a job order, recheck the order to ensure that employer requirements are met. Give the student a referral slip so he/she knows where to go and who to ask for. Ask students to let you know the results of the interviews, so you can take further action on their behalf if necessary.

- if there is no suitable job order, close the interview by telling the student how Hire-A-Student works, and suggest that he/she check back with you frequently. Speak frankly and honestly about employment opportunities in your area. Suggest that the client look on his/her own as well, and provide information on job search techniques.

- immediately after the interview, record your comments and note the plan of action agreed on by you and the client. Note that these comments should be factual observations, not impressions.

The following article from a May 1983 area newsletter stresses the importance of interviewing and provides information additional to the above.

FOCUS ON: STUDENT INTERVIEWING

Why: A large and important part of your job as Centre Manager is to interview students who come in to register. In fact, in order to provide the most effective service to both students and employers, you must always include an interview with the student as part of the registration process. Knowing as particularized and detailed information as possible about the student's employment needs and qualifications will allow you to make the most accurate referrals, and an efficient referral service saves everybody time.

What: Once the student has filled out a registration card, the most important part of your service to students begins. What must now occur is an effective exchange of information that will satisfy both parties' needs.

What you want out of the interview is a precise understanding of the student's employability. This means finding out what she/he can, and is willing to do. For instance, if someone puts down 'outdoor work' under 'preferred occupations', does that mean she/he is willing to do odd job lawn mowing?

What the student wants out of her/his visit is to know what kind of work is available and suitable, and how to get it. Make sure that in your concern to get correct information from the students, you don't leave them unclear as to the reason for registering, the procedure for referrals, etc. Some may think that registering with your office automatically guarantees a job.

How: To insure that you are covering all areas, use the registration card as a guide. Read through the different sections, making sure each is clearly and completely filled out. Especially important are the 'preferred summer jobs', 'special skills', 'previous work experience' sections. If the student is unsure of these areas, you may want to provide examples and suggest activities that she/he may not have thought of. For example, work experience does not have to be paid, full-time employment. Has the student done yard work at home, or helped out with the family business?

The art of interviewing requires, however, that you don't turn the exchange into a rigid 'examination'. You'll have the best interview if the student feels relaxed and communicative. Learn to ask open-ended questions which allow for elaboration and description rather than closed questions requiring a 'yes' or 'no' answer. Open-ended questions usually start with how, what, could, can, who, etc. (eg. "What was it like working as a playground supervisor?")

Closed questions stop communication by requiring specific pieces of information. (eg. "Didn't you like working as a playground

supervisor?") If you always begin your questions with the word 'why', you will come across as judgemental. By asking open questions and being an attentive listener, you will help the student develop confidence in his qualifications and communicative skills.

A complete interview should include the following four steps:

1. Contracting - develop a rapport with the student, and then establish the expectations and objectives of the interview.

2. Data Collection - determine the student's situation (ie. Is he/she looking for full or part time work? What wage is acceptable?), clarify his/her goal/purpose of interview, and determine the factors influencing the achievement of that goal. (ie. Is a nine dollar an hour wage realistic in terms of the student's qualifications and the local job market?)

3. Decision Making - determine alternatives to goals and priorize them. For instance, if there are no suitable jobs at your office, where can students look on their own, and would they consider odd jobs?

4. Plan of Action - what next? If the student is given a referral, what should she/he do before going to meet the employer? It might be wise to go through a "Seeking Summer Employment" or "Guide For The Job Hunter" pamphlet with the student. If there are no jobs at the moment, how often should the student check back?

Other Tips

Interview each student individually; if they come in groups, set up a waiting area, and talk to each separately. If parents come along, politely but firmly insist that you speak to the child alone.

If a student doesn't have time for an interview, arrange for him or her to come back later. A registration card is of little use to you unless coupled with an interview.

After the student leaves, you may want to jot down facts that distinguished that student. Make sure you record only factual observations as opposed to value judgements (ie. "John refused 3 job referrals" is okay. "John isn't very interested in working", is not.)

C. Providing Job Search Information To Students

1. Classroom Presentations

As mentioned earlier, Hire-A-Student offers two services to Alberta communities. The first is the local summer student placement service provided by you. The second activity, job search information presentations for schools and community groups, operates on a regional basis (see map on next page).

These presentations are different from the in-school promotions designed to advertise your placement service (see Section D). Job search is designed to give students information on how to effectively look for summer, part-time and permanent employment. Topics covered in the 60 to 80 minute presentations include before you begin (completing a personal inventory), ways to look for a job, preparation of personal fact sheets, application forms and resumes, how to handle interviews, and information on employment legislation and employer expectations (ie. how to keep the job).

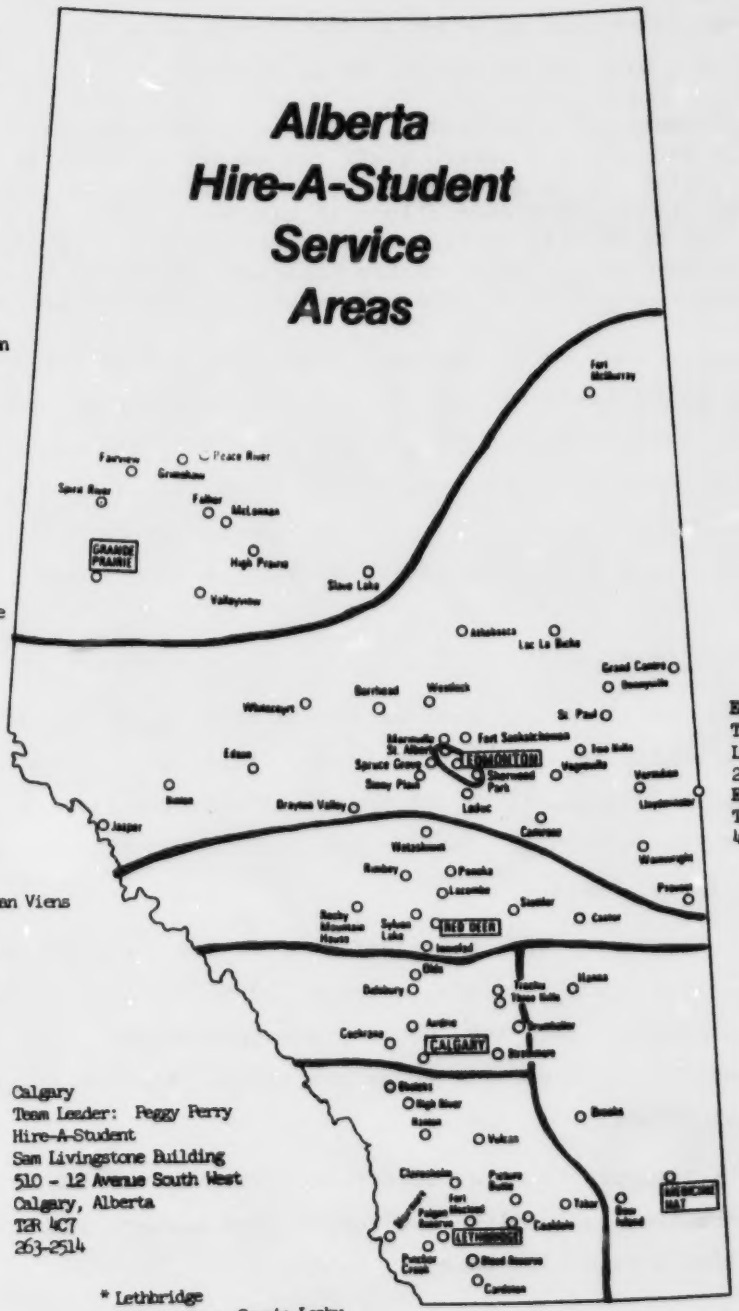
Job search staff start work in January and receive extensive training by the Hire-A-Student Resource section and their local committees.

Because they must ensure that their service is a positive resource to Alberta teachers, team members have received specific instructions with respect to educator contact and interaction within a school.

By the end of March, the teams will have completed over 600 presentations. Both the training and this experience means that their presentations can be expected to be of a very high calibre.

For these reasons, if you receive a request for this type of presentation from a local school, call your region's team leader (see names and telephone numbers on the map). If a team member cannot attend, they will ensure that you receive the proper training and material required to develop a quality presentation.

JOB SEARCH '84 CONTACTS



Grande Prairie
Team Leader: Jane Anderson
Provincial Building
10320 - 99 Street
Grande Prairie, Alberta
T8V 6J4
539-2219

Edmonton Region
Team Leader: Kim Fortier
Hire-A-Student Resource Office
10363 - 108 Street
Edmonton, Alberta
T5J 1L8
427-0115

Red Deer
Team Leader: Norman Viens
Hire-A-Student
4708 Gaetz Avenue
Red Deer, Alberta
T4N 4A1
347-0741

Calgary
Team Leader: Peggy Perry
Hire-A-Student
Sam Livingstone Building
510 - 12 Avenue South West
Calgary, Alberta
T2R 4C7
263-2514

* Lethbridge
Team Leader: Connie Leahy
Hire-A-Student
515 - 7th Street South
Lethbridge, Alberta
T1J 2G8
329-5444

Edmonton Urban
Team Leader:
Lindsay Wood
2nd Floor, 9924 - 109 St.
Edmonton, Alberta
T5K 1H7
420-4594

*Medicine Hat
Team Leader:
Glenda Staples
Hire-A-Student
#28 Arcade Mall
419 - 3rd Street S.E.
Medicine Hat, Alberta
T1A 0G9
526-2825

* Lethbridge & Medicine Hat can be reached at the above listed number until mid-April. After that, their telephone numbers will be the same as the H.A.S. Centres located in these cities.

Job search information teams are required to contact committee chairpersons about dates for presentations booked in their communities, and as shown in the excerpt from the '1984 Job Search Guide', will interact with you as follows:

> "Communicate with centre managers. Centre managers start work in May, and job search staff can expect to speak at their initial training sessions. Where possible, the centre manager should attend presentations in his/her own town, and be given time to briefly explain local Hire-A-Student operations. Further, when asked, centre managers can elicit community feedback and relay this information to the job search teams."

However, many centre managers work part-time in May and June and can be difficult to contact. Thus each centre manager must take equal responsibility for communication with his/her job search team. When your office opens, it is up to you to contact your team leader, so if applicable, he/she can invite you to participate in a presentation by doing a Hire-A-Student promotion.

2. <u>In-office Activity</u>

Centre managers are provided the 'Mini-Guide To Job Search Information' when they start work. This reference material, adapted from the '1984 Job Search Information Service Guide', is designed to help you provide information to students on an individual basis.

As well, larger Hire-A-Student centres have arranged successful in-office group sessions, using a job search team member as a facilitator. This idea could prove just as effective in smaller communities, especially if presentations were not provided in local schools.

The key to providing an effective in-office service is to know the information and utilize job search team members and other available expertise whenever possible.

D. In-school Promotions

In-school promotions are intended to promote student use of the Hire-A-Student office. You do an in-school promotion when you provide information that deals exclusively with the Hire-A-Student office (ie. location, hours of operation, telephone numbers, etc.) Note that you must have permission from school authorities (ie. the principal) before you do your promotion.

However, remember that prior to contacting the school, it is a good idea to contact your regional job search information team to find out if they have, or expect to be in that school this year. Then, if the school should happen to respond, "Hire-A-Student (ie. the job search information team) has already been in the school so we do not see the need for you to come as well", you can explain that the information you wish to provide is strictly on how your local Hire-A-Student centre operates. Clarify that this specific information would not have been covered during the job search information presentation because the office was not open when it was done.

If your regional job search information team is coming to your town in May or June, arrange to attend their presentations and speak for a few minutes about your local office operations. If this is not possible, provide the team with information specific to your office so they can pass it on to the students, either verbally or by a handout that you have prepared for them.

As well as speaking to classes during school hours, other types of in-school promotions include:

- setting up information booths with brochures in hallways.
- speaking to students at an assembly.
- organizing discussion panels with representatives from schools, businesses, etc.
- assembling a kit for distribution through the guidance office (include minimum wage rates, sample resumes, pamphlets, etc.).

As well, make full use of the school facilities to advertise Hire-A-Student services. For example you can:

- place posters or bulletins in central areas and school buses.
- enlist the support of the student council; have them endorse Hire-A-Student at meetings or over the public address system.
- write a column in the school newspaper.
- make announcements over the public address system.
- display publications in the library or foyer.
- arrange to take registrations at the schools from students living in rural areas who do not have easy access to the Hire-A-Student office, or leave a supply of forms for students to complete and mail to your office.

E. Job Creation for Students

Most offices have a large number of 12 to 15 year old students registered. These students have limited job opportunities. Centre managers can help these students (and older ones) in their sincere search for work by arranging job creation projects for July and August. Further, these projects can benefit the community by providing a needed service for a short period of time (e.g. a town cleanup after a fair). They also provide an opportunity to increase community awareness of the program, and benefit students by giving an opportunity to earn 'pocket' money and gain experience.

When a younger student registers with your office, ask if they would be interested in being on an 'odd job squad'. Keep a list of willing odd job workers handy and call upon them if you decide to organize a project. You must have the student's support and enthusiasm first. An 'Odd Job Day' isn't any good if only two students show up to work.

A Hire-A-Student centre manager should only be involved in the preliminary organization of job creation projects. Your role is that of initiator. Once you've got the ball rolling, you act as a resource person so that the other students can gain experience in setting up projects.

To do this you will need to:

- get all interested students together and ask them to consider what activities would be appropriate for the town. Ensure that their service does not duplicate or conflict with those already provided. (Remember to ask your committee members for their suggestions and assistance.)
- have the job creation group select one person to be responsible for direct supervision and coordination.
- have the selected supervisor and the students plan their activities to the very last detail. Go over the plans, preferably with the Hire-A-Student committee, and provide suggestions and constructive criticism to them. Consideration should be given to the age group of the students, the number who will show up, weather, money involved (i.e. fee vs hourly rate), who will provide supplies, who will handle supervision, and as well, how to reach the employers. Be sure to have adequate and knowledgeable supervision available for those doing the job.
- have the supervisor ensure that each student is committed to doing a good job and understands what his/her task is.
- suggest methods the students can use to promote the activity. Ensure that they have allowed time to publicize the event well before it happens. Also, be sure to tell them to include the day, event, location and time of the activity on all promotions.
- keep records of all students involved.

Some centre managers encourage the individual student to do his/her own job creation project (i.e. blitz householders for odd jobs). To help them, the Hire-A-Student office can supply a flyer listing these odd jobs, leaving space on the flyer where the student can fill in his/her name and home phone number.

Following are some job creation projects that have been successful in the past:

- garbage-a-thon or town clean-up (especially after a fair or stampede)

- telephone wake-up service
- Operation Vacation (cut grass, hoe gardens, tend pets and plants)
- picking rocks
- window washing
- garage sales
- selling baked goods, lemonade, pop and/or fruit (especially at sporting events)
- approaching groups to sell tickets for upcoming events
- working for senior citizens (washing windows and walls, running errands or just keeping them company)
- setting up a typing service.
- car washes

F. Student Businesses

Several urban Hire-A-Student centres operate student business registries during the summer months. These businesses are run by students who have gained specialized skills through instruction at school or through previous experience. The students learn to deal with the whole spectrum of a business operation. The experience not only increases self-reliance and independence, but can also be quite profitable.

The community can also benefit from student businesses. While seasonal businesses are often booked far in advance for work, student businesses can provide immediate service. Many of the businesses have done the same work in previous summers and have acquired a high degree of skill. They have been able to maintain a good quality of work, yet their rates are competitive.

Student businesses can involve many considerations. The initial capital required to get started, licensing requirements, insurance, contractual obligations, income tax, etc. all have to be looked into.

Urban Hire-A-Student offices in Edmonton and Calgary organize seminars in the early spring for students who are interested in running a

business of their own. They provide information on starting a student-run business. During the summer, they make employers aware that these businesses exist. The student business can be told of contracts on which it can bid, or an employer may be referred directly to the student business.

If you feel that student businesses might work in your area, ask your resource personnel about them. Some successful businesses include landscaping, painting, carpentry, swimming pool cleaning, art work, interior decorating, window cleaning and housekeeping.

In many cases, odd job squads have been so successful that they have become an informal type of student business. Window washing and lawn cutting crews can create such a demand that the student workers may be booked up for many days. In these cases, the service is routed through Hire-A-Student, with employers calling in orders and the student team specializing in that particular area sent out for the job.

Advertising

And Promotions

V. ADVERTISING AND PROMOTIONS

Part of your job is to 'sell' Hire-A-Student in your community. You want to tell people about the service and stir up interest and support for Hire-A-Student. Your goal is to increase both job orders and student registrations so that you can make effective referrals.

There are no instant results from advertising. A newspaper ad or a speech to a service club on a Monday does not mean that you will be swamped with job orders on Tuesday. But you have to let the community know that you are there, and that employers can call on you when they need help.

A good promotions campaign can be self-perpetuating. Your direct promotions can generate positive 'word of mouth advertising' (i.e. an employer telling of his satisfaction with the service, community members commenting on the Hire-A-Student float in the local parade, or on the excellent job done by the students on the town clean-up).

How you handle your job is also public relations. You are seen to be representative of students and their capabilities, so act accordingly. Appearance and attitude are important; dress neatly, know what you're talking about, and above all, smile.

A. Planning A Promotional Campaign

Planning takes time and should include consideration of factors that will enable you to carry out your campaign.

Following is a four step procedure to help you. Add your ideas, and take the final plan to your committee for their comment and constructive criticism.

1. Brainstorming

The purpose of this step is to get you thinking and collecting as many different promotional ideas as possible. To help you get

started, some samples from past years are included at the end of this section. Don't restrain yourself - sometimes the wildest ideas are the beginning of the most effective promotions.

Talk to your committee, newspaper editor, area coordinator, teachers, fellow students, etc. Jot down all ideas as they occur so you don't forget them.

It's a good idea to organize yourself by charting these ideas. Keep the five "W's" in mind:

- who do you want to reach?
- why do you want to reach them?
- when would be the most effective time?
- what are you going to use to get your information across?
- where and how are you going to get this information to them?

You could divide your summer's activities into student and employer promotions as follows:

a) Student promotions

When	What	Where and How	Why
May-June	posters	place HAS posters on school bulletin boards	inform re: office opening and closing, daily hours, location
		school poster competition	explain purpose of HAS
	announcements	use school intercom	inform where HAS is, daily hours
	in-school promotions	arrange time with school personnel	inform how to use HAS
	handouts	place in student report cards	encourage use of HAS
May-Aug	editorials news articles	school paper, local papers	inform re: office opening and closing, daily hours, location
	radio or TV announcements	radio and TV stations	inform re: kinds of jobs available
			encourage use of HAS

b) Employer promotions

When	What	Where and How	Why
May	news articles	see media personnel	announce opening, location, daily hours
	service club presentations	arrange time with club officials	explain purpose of HAS and its value to the community
May-Aug	news article	see local media personnel	inform re: students available
	posters advertisements	in stores, public notice boards, post office	remind re: office location, phone number, hours
	special events	float in parade, town clean-up	encourage use of HAS
	visits	arrange with employers	

2. Researching

Gather information on the arrangements necessary to carry out your promotional ideas (i.e. the what and where). For example, to put an ad in the paper, you must find out when the publishing deadline is, how the ad cost is determined, what kind of layouts the paper can do, and who to talk to at the news office. Get advice from people experienced in advertising and promotions. Their ideas can save you time and make your campaign more effective.

3. Selecting the Best Ideas

Look again at the ideas you have developed and decide which ones are possible for you to do. Take into consideration:

- promotional costs and your Hire-A-Student budget. Promotions and advertisements vital to the success of your program operations can be expensive. First, find out how much money has been allocated in your budget to meet these costs. Don't be discouraged if your budget is limited. Most Hire-A-Student centres generate monies from within their community to pay advertising costs, with the centre manager approaching clubs, businesses, or other community groups for support. Support could be monetary or by

ad tagging (note page 124). Don't be afraid to make these contacts. Remember that there are people who would like to help the program but do not need summer staff. Providing promotional support is as valuable as hiring a student. Student staff should check with their committees about the best method of generating this support from within their communities.

- that the Advisory Council recommends that all ads should include the Hire-A-Student logo with appropriate same size credit lines as in the following example:

HIRE-A-STUDENT

Sponsored by:
Local Community Groups
Alberta Chamber of Commerce
Canada Employment and
Immigration Commission
Alberta Manpower

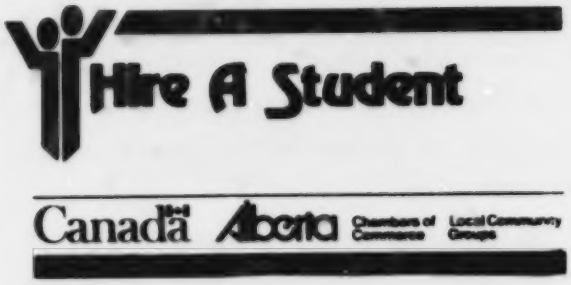
However, as advertising space is expensive, many committees use the following variation for local advertisements:

YOURTOWN HIRE-A-STUDENT

ADDRESS

PHONE NUMBER

The following is recommended for any advertisements that are paid partially or in total with federal funds.



Again, check with your committee to determine their preference.

- local media available (e.g. radio, T.V. stations, newspaper)
- other 'no-cost' resources. Is it possible to find freebies?(i.e. The school or town may provide some paper supplies and copying equipment).
- dates for special local events (i.e. you might tie in a promotional project with a local fair or exhibition).

4. Drafting a Summer Work Plan for Promotions

- jot down on a calendar what promotions you plan to do each week. As well, note the dates of national or province-wide promotions so that you can coordinate activities in your community. This can be incorporated into your summer work plan.
- timing is critical. You want to reach as many employers and students as possible in May and June. When drafting your plan, consider the following:
  . many service clubs recess the end of May
  . in-school promotions must be done before mid-June
  . student registrations and poster contest entries are more easily arranged while students are still in school
  . employer relations visits should be done as early as possible

- planning an extensive campaign to announce your office opening to employers, students and homeowners
- replacing posters often so people do not become so accustomed to seeing them that they stop looking
- getting media coverage by visiting the editor to arrange advertisements and articles
- arranging to be present at special events and visible in the community
- planning a campaign to close the office. This will help Hire-A-Student get off to a strong start the following year.

B. Implementing The Plan

You now know what you are going to do. The following will help you with the "how".

1. Personal Appearances

- plan what you are going to say. Have basic information at your fingertips. Anticipate the questions you may be asked. Take any hand-out materials (i.e. business cards, pamphlets, etc.) that give your office location and phone number.
- ensure that your audience knows exactly what you want from them. For example, are you visiting an employer to get a job order, or is your purpose to ask him to sponsor a newspaper ad?
- if you are providing information on the program, be professional in your approach. Stress the advantages of using Hire-A-Student. Indicate the benefits of the program to the community.
- at the close of your visit or presentation, clarify arrangements, responsibilities and commitments. For example, you have asked the students' union for financial support.

Find out if further information will be required, and when the decision will be made.

- you got your job because you presented yourself positively to the hiring board. Approach your presentations in the same manner as you did your interview. Your community is interested in you and what you have to say.

2. Promotional Materials and Projects

- these should catch the attention of your audience. Include all necessary information such as office location, phone number and hours of operation, and clearly explain the purpose of Hire-A-Student.
- you must arrange for printing, billing, and distribution of materials, and dates for service club presentations and school visits.
- be sure to clear your projects (i.e. town clean-ups, car washes, etc.) with town officials, etc.
- wind up your campaign by preparing thank-you letters and media announcements. Include a brief report on local Hire-A-Student statistics and activities and invite your community to participate next year.

C. Evaluating The Campaign

As Hire-A-Student staff you are allowed to make mistakes, because the way you make them is by trying to do a good job! It's important that you assess the campaign and note for next year's staff what worked, what didn't and why.

There are various ways to determine what the community thinks of Hire-A-Student. Discuss the program with employers, students and your committee, and survey other community members by telephone or mail-in questionnaires. Carefully word your questions so that you avoid 'yes' and 'no' answers. For example, ask how they heard about

Hire-A-Student. Their answers will help determine what advertising and/or promotions were most effective.

Your evaluation should also include comment on posters, pamphlets, etc. provided by the Hire-A-Student coordinating team so that materials used province-wide can be revised (or discarded) if they are not having maximum effect.

D. Special Tips

1. Posters, Flyers, Business Cards, Handouts, Dies

- purchase a rubber stamp that has your name, office address and telephone number on it. Make sure it fits the business card and the tear-off on the pamphlet directed to employers.
- in May contact your local schools for donations of bright paper and poster-making materials.
- run a poster contest in elementary schools - you can use the posters all summer. Ask the teachers to help you. They might make this a class project.
- put posters up in stores, gas stations, community halls, churches, theatres and post offices.
- print up a number of relatively small posters which an employer could place on his desk or window saying such things as:

I Hired A Student Why Don't You? or I Hired A Student And I'm Glad I Did.

- have flyers or leaflets printed or make them up and approach various outlets about including them in their shopping bags. Examples of slogans are:

Joe's Drugs Hires Students; How About You?

or

You'd Be Surprised What A Student Can Do For Your Organization!

- flyers with information about hiring students can be put in

householders' mail boxes or delivered through a general mail drop. Each centre must contact the local post office for a householders' permit before taking advantage of a general mail drop. Or, ask your fellow students to help you with hand delivery of the flyers.

- advertising cooperation between two or more towns can be an effective way of stretching your budget and reaching those people who shop in neighboring towns. Get together with the centre managers in nearby towns and list both of your names and phone numbers on posters and flyers.
- ask restaurants if you can set two-sided business cards on tables or leave business cards near their cash register.
- a die is the message that appears on a letter when it is put through a posting meter. Usually the message is supporting a nonprofit organization. Ask the local post office or any other establishment with a posting meter (ie. the Town Office) if you can have a Hire-A-Student slogan printed and used as a cancellation die.

2. Newspaper Ads and Articles

- ad tagging, as seen in the example on page 124, involves obtaining consent to place the Hire-A-Student slogan on the bottom of a regular business advertisement, or to include a promo within the body of the ad, such as:

This Employer Hires Students. Why Don't You?

or

Have A Young Summer - Hire-A-Student

or

Lessen Your Work and Lessen Your Worry
Hire-A-Student This Summer

- one picture is worth a thousand words! Photographs submitted to newspapers should be black and white with a glossy finish and no smaller than 4" x 5". Always accompany the photo with

a descriptive and interesting caption, including the names of people in it and the address of the Hire-A-Student office.

- the use of cartoon characters is a good way to catch the reader's eye. However, be aware that most popular cartoons have a copyright and should not be duplicated exactly. You could change some feature or, better yet, make up your own.
- if you provide news you'll get coverage. Let people know what you are doing. If you have the support of the editor, consider writing a weekly newspaper article. In past years centre managers have found that people stop them in the street to comment on the articles.
- written articles or news releases can be submitted to your local paper. A good news release is an excellent way to promote specific events. When writing a news release consider the following:
  - know the press deadlines
  - be able to recognize the difference between news items and advertising copy
  - remember the reader. When mentioning dates think in terms of when the articles will be read.
  - use short paragraphs. Write the most important information first.
  - aim for immediateness. Use 'is' instead of 'was'.
  - avoid redundancy. For example, "Thursday morning August 5th" should read in weeklies as "last Thursday morning."
  - stress the 'free' service. Free is a 'zing' word.
  - put in a bit of emergency. Get people excited and moving. For example, "students should register as soon as possible" or "business firms should put in their orders without delay."
  - be positive. Don't 'hope' or 'anticipate'.
  - when using catch phrases, use quotation marks or capitalize (eg. HIRE-A-STUDENT)
  - don't lump people's names together in one sentence; spread them throughout the release

. ensure that figures and phone numbers are correct and the names properly spelled

. examples of a bad and a good article follow:

ORIGINAL RELEASE	THE SAME RELEASE REWRITTEN
The Boomerville Hire-A-Student Odd Job Squad was in full swing on Thursday morning, August 5th, as they hit the local business sidewalks in full force with their trusty brooms. A total of 25 Boomerville businesses gave active support to the Side Walk Clean-Up Blitz. The eager beavers raked in a whopping sum of $4.25 each from their morning venture and would like to thank all the participating employers for their support. There is no doubt that they've got the cleanest walks in town.	The Boomerville Hire-A-Student Odd Job Squad is in full swing. Last Thursday they hit sidewalks in front of local businesses in full force. A total of 25 business firms gave active support to the Side Walk Clean-Up Blitz, enabling the broom brigade to rake in $44.00 for its morning venture. The participating employers are those with the cleanest sidewalks in town!

- if you plan to do a series of articles during the summer, make them sequential. For example, in May do an article explaining Hire-A-Student to the community and list current committee members. Follow it up with an article introducing Hire-A-Student staff and mentioning the Hire-A-Student office location, hours of operation, and telephone number. Then provide student and employer oriented features.

  August articles could include the closing date of the office, a thank-you to the community for its support and a report on Hire-A-Student activities for the year.
- throughout the summer, mention any special jobs or special needs the Hire-A-Student office has.
- many more ideas for articles may be found in office files of past years, and in the samples at the end of this section.

3. <u>Radio and Television</u>

a) Radio

Radio stations are community minded and welcome opportunities

to participate in worthwhile projects. They have a big appetite for news, especially about local happenings. Keep them informed about Hire-A-Student activities (i.e. the placement of a student in an 'odd-ball' job). Let them know about local labour market conditions, especially when students begin to enter the work force. This is an excellent time to tell radio stations that you have some tips for students seeking work (i.e. how to hunt for a job, write a resume, etc.). Remember that FM broadcasters face heavy demands and will be pleased if you can offer them solid ideas for informational programming.

There are usually several different advertising packages available from local radio stations. The cost of an ad varies according to the desirability of the time spot.
See if the station has a 'rotation of spots' package, which plays your ad at different times during the day. This allows the message to reach several different listening audiences, and usually costs less than 'prime time' advertising.

Following are examples of Public Service Announcements you might ask your local radio station to use:

"You've got a job to be done? We've got the workers. Your local Hire-A-Student Centre is ready to find you the help you need - fast. Students can be a real asset - an asset to any size business - for a day, week, or a summer. Students are energetic and capable workers. Maybe you've been missing out on a good thing. Call the Hire-A-Student office at 000-1000 to arrange for a fresh approach this summer. Hire-A-Student today. 000-1000."

"Need a job this summer? Don't know where to look? Hire-A-Student can help. It's a program for students. We have interesting positions open in many different fields. So, if you are a student, and want a job for an hour, a day, a week or a summer, come down and register with Hire-A-Student in the Town Office, or call 000-1000 for more information. That's Hire-A-Student, 000-1000."

"Yourtown Hire-A-Student office is pleased to announce their Grand Opening to be held Wednesday, May 6th. In attendance will be representatives from various levels of government. Ceremonies begin at 10:00 a.m. at the Hire-A-Student office at 101 - 6th Avenue. Coffee and doughnuts will be served. That's Hire-A-Student's Grand Opening, Wednesday, May 6th, 10:00 a.m. at 101 - 6th Avenue. Everyone is welcome."

b) Television

Television coverage may be obtained in various ways:

- send news releases to your local television station. Your information may interest a reporter to do his/her own news item about your Hire-A-Student centre.
- find out the names of the producers of local 'talk shows' and offer to be a guest. Note that one telephone call to a station is not enough. Each program works independently and it is up to each producer to decide the content of his/her program.
- submit public service announcements on various important Hire-A-Student events. If you give the station some lead-in time, they may film the activity for you.

As well, most cable television operators set aside a channel for local programming and are often willing to help local groups produce programs free of charge. You can ask the operator whether the station could insert a Hire-A-Student slide during program breaks. A slide suitable for T.V. could include the Hire-A-Student logo, office phone number, address and hours of operation. Or ask them to run a line across the bottom of the screen that gives the Hire-A-Student office address, phone number, and hours of operation.

4. Special Promotions

- ask a restaurant to donate a free lunch to an employer who has been helpful and cooperative about hiring students. Arrange to have this employer named 'Employer of the Week'. Have this information aired over television and radio and distributed to the print media.
- sponsor a poster contest. Offer a prize for the elementary and/or secondary student who submits the best poster. Display contest entries and prizes during Hire-A-Student Week at local shopping centres.
- run a profile of a student in the local newspaper during Hire-A-Student Week. The profile could consist of a picture of a student who was placed through your office, accompanied by a few short lines on how the student obtained the job, how valuable the Hire-A-Student service is, etc.
- ask media people, bank personnel and other members of the business community to wear Hire-A-Student buttons during Hire-A-Student Week, or pin a button on the Mayor in front of the newspaper camera.
- prepare a short release directed to employers that outlines the types of students available and their qualifications. The information should be general and give only the student's first name. (Example: Jane has excellent typing skills and two summers of experience in a business office - contact Yourtown Hire-A-Student office at 000-1000 for a referral.)
- approach community banks and ask them if Hire-A-Student stickers can be put on the bank statements. This same idea could be used on the Town's utility bills.
- have participants in events such as Walk-A-Thons and Bike-A-Thons wear Hire-A-Student T-shirts.
- clean up the river bank or undertake any other public service gesture that will show students helping their community.

- enter a float in the community parade.
- hold a special night where employers can come down and meet the staff and have refreshments, or have a coffee break for employers.
- if last year's opening ceremonies were successful, they could be repeated (i.e. Grand Hellos, Office Openings, etc.).
- have a group of interested and hardworking students organize a car wash. Ensure there are plenty of rags, and that the facilities are all in order (i.e. hoses fitting the pipes). Previous student staff recommend that one student be put in charge of car floor mats.
- start a student sports team (eg. baseball) and challenge other members of the media or various service groups in the community to a game. This is a great way of obtaining some free publicity.
- put individual householders' names in a barrel. Have a publicized draw. The winner would then receive a Hire-A-Student staff member or student volunteer to do the householder's odd jobs for the day.
- have a car equipped with overhead speakers announce Hire-A-Student Week throughout the streets. Kiwanis and other service clubs could be approached for assistance.
- a banner strung across the main street of your city or town during Hire-A-Student Week could be incorporated into your publicity campaign.
- have a back-up plan for those events which can be affected by bad weather (e.g. car washes, ball games, etc.).
- be sure you have committee support and adequate manpower available to carry out your plans.
- be sure your promotions emphasize student capabilities as workers.

E. Samples

The following pages show examples of advertising and promotions done by Hire-A-Student centres in past years. Use the ideas, but add your own as well.

Get your ideas in next year's Handbook by submitting originals of your work to the Alberta Manpower Hire-A-Student Resource Section, 10363 - 108 Street in Edmonton.

Help us by leaving a 1/2" margin around newspaper clippings and taping them on 8 1/2" X 11 sheets of paper. Note your community and the newspaper's name and the date the article appeared beside each article.

1. Advertising The Centre Manager Position

HIRE-A-STUDENT

A STUDENT SUMMER EMPLOYMENT PROGRAM

ARE YOU A STUDENT LOOKING FOR A SUMMER JOB?

YOUR SEARCH MAY BE OVER!

Competition is open for the position of

CENTRE MANAGER

QUALIFICATIONS

. applicants must be: returning to school in the Fall of 1983, energetic, outgoing, responsible.

DUTIES

. management of local Hire-A-Student office in the Town Hall basement
. registration of students
. take job orders
. place students in available jobs
. public relations and community contact work
. duties to commence May 10th on a part time basis for two weeks, then become full time until early August.

WAGES

. $5.25 per hour

APPLICATION DEADLINE MONDAY, MAY 7TH

INTERVIEWS TUESDAY, MAY 8TH

Please submit a resume and covering letter to:

Ms. Melanie Williams-Pollock
3416 - 42B Avenue
Leduc, Alberta
Phone: 986-7304

2. Introducing Program and Personnel To The community

New tasks face Hire-A-Student

by Hugh Johnston

Students will be relying on private individuals for summer jobs, says the manager of Sherwood Park's Hire-A-Student office.

Michael Dzenick says Hire-A-Student programs have traditionally relied on retail businesses and service industries for summer employment openings.

"In recent years, in areas like Sherwood Park, we've been reaching out to residents in the surrounding community, and encouraging them to take on students to do whatever," Dzenick says.

"Times are tough and students are realizing the kind of overall economic situation we're facing, and are willing to adjust accordingly."

That means taking jobs that last a day, a week or a month, rather than insisting on one job all summer, Dzenick says.

"A lot of students are looking for any sort of employment they can get, inside or outside. Some are even setting up their own businesses, mowing lawns, cleaning windows..."

Summer businesses run by students don't have to be incorporated, Dzenick says. However, they must follow all relavant labor and corporate legislation.

The Hire-A-Student office will also organize groups of people and send them out for a day or a week to do odd jobs around Sherwood Park — "odd-job squads," Dzenick calls them.

Since the local office just opened for business Monday afternoon, there is no indication yet of how many students will be seeking assistance, or how many job openings will be available, Dzenick says.

Starting this week however, he will be knocking on doors around Sherwood Park and area, encouraging businessmen to hire a student for the summer, if possible.

Last year, only 300 of the 600 students who sought summer work through the local Hire-A-Student office were placed in either temporary or full-time positions.

Dzenick, going into his third year of the Faculty of Business at the University of Alberta, says he expects his job will be just as tough, if not more so, this year.

Dzenick's assistant manager is Charlene Zelt, a graduate of Salisbury Composite High School, who has just completed her first year in the Faculty of Education at the U of A.

From now until July, the office, located in the basement of the Sherwood Park Professional Building, will be open 2:30 to 5 p.m. From July onward, it will be open all day.

The Hire-A-Student program is sponsored by the Sherwood Park and District Chamber of Commerce and funded by grants from the County of Strathcona and the provincial government.

For more information, call 464-5230.

Charlene Zelt and Mike Dzenick are just getting settled in their office in the basement of Sherwood Park Professional Building. The office is open during the week, 2:30 to 5 p.m. until July, when it will open all day.

TUESDAY, MAY 10, 1988 LAC LA BICHE POST, LAC LA BICHE, ALBERTA

Hire-A-Student office opens

New H.A.S. coordinators Lucien Cloutier and Michelle Wouk.

Once again Hire-A-Student has opened its doors to the public.

For those who are not familiar with the program, Hire-A-Student (H.A.S.) is a referral service aimed at helping students find summer employment.

We are asking you, the potential employer, to consider what H.A.S. can do for you. Do you have a lawn that needs raking or mowing? Do you need a regular or part-time babysitter? Do you need help with your spring cleaning? H.A.S. is waiting for you!

Whether it be for an hour, a day, a week, or all summer Hire-A-Student is a valuable resource.

We are now taking registrations for jobs. We ask any interested students and employers to come down to the H.A.S. office and sign up. What can it hurt??

Our office is located on the second floor of the town office. For more information, see us between the hours of 4 and 6 p.m. (Telephone hasn't been installed yet). We are looking forward to meeting you.

Hire-A-Student
Co-ordinators
Michelle Wouk
Lucien Cloutier

OLDS Albertan

Hire A Student

A Student Summer Employment Program

NEED SOME HELP?
HIRE A STUDENT!

OLDS
HIRE-A-STUDENT
OFFICE

Now accepting student registrations and job orders

Located at 5017 - 50 St.
(Across from the Provincial Building)

Cadet Hire-a-student office is now open

Summer time usually brings [illegible] have a variety [illegible] with it those little extra [illegible] of money. Also, a visit to the [illegible] job or vacationing elsewhere. [illegible] this summer, [illegible] you please the Cadet Hire-A-[illegible] students are eager for [illegible] employment. [illegible] office we can help [illegible] you by referring students [illegible] which we feel are qualified [illegible] Please note that we do not [illegible] like the students, we only [illegible] refer them the work is up to [illegible] you. The students are very [illegible] eager and are more than [illegible] willing to work for you. [illegible] Whether it be picking the [illegible] weeds in your garden or [illegible] ing your tiling and taping [illegible]

The Sherwood Park News - Wednesday, May 4, 1983

Hire A Student

A Student Summer Employment Program

HOURS: MAY 2 - JUNE 30 — 2:30 - 5:00 Monday - Friday, 9:00 - 2:00 Saturday

JULY 4 - AUGUST 14 — 9:00 - 5:00 Monday - Friday

OFFICE: 912 ASH ST., LOWER FLOOR

PHONE: 464-5230

THE HIRE-A-STUDENT PROGRAM IS A NO-CHARGE SERVICE TO STUDENTS AND EMPLOYERS, WHICH STRIVES TO MATCH SUITABLE JOB APPLICANTS (STUDENTS) WITH EMPLOYERS REQUIRING SUMMER RELIEF. A WEEK, A DAY, AN AFTERNOON, OR ONLY AN HOUR.

THINK YOUNG - HIRE-A-STUDENT

Hanna

Hire A Student

A STUDENT SUMMER EMPLOYMENT PROGRAM

WE OPEN MAY 9

MAY 9 TO JUNE 24 OPEN AT 3:30 P.M.

JUNE 27 TO AUGUST 12 OPEN AT 8:30 A.M.

We Offer Full or Part-time Student Employment

OFFICE MANAGER
Linda Carry

EMPLOYERS—We Can Find You Reliable Employees — So Hire A Student!

PHONE: 854-2415

H.A.S. OFFICE IS LOCATED IN THE NEW PROVINCIAL BUILDING, 401 CENTRE STREET

C'MON... REACH OUT A FRIENDLY HAND

31-32c

Ft. McMurray

Hire-A-Student kicks off summer

The summer program of Hire-A-Student was officially kicked off Monday with an open house at its 9912A Franklin Ave. office.

It was an opportunity for both students seeking summer employment and city employers to view the operation of the student-employer match up service, said program administrator Louise Kee.

The services of Hire-A-Student are available to any student regardless of age. Any student returning to studies this fall is eligible to enrol in the program, said Kee.

For the city employer who utilizes the Hire-A-Student program, valuable time is saved in that applicants are well-screened before being referred for a position, Kee said.

Students with a variety of skills and interests can assist the employer over summer peak months while permanent staff members vacation. Whether an employer seeks extra summer office help or needs a day of general clean-up — Hire-A-Student has the person for the job.

One satisfied employer is city resident Dave Fennell. Fennell utilized Hire-A-Student services last year obtaining the summer help in general construction he needed. He was back again Monday placing this year's order.

"I was pleased with the selection sent in '82," Fennell said. "I found the students to be enthusiastic and capable of working on their own."

Employers are asked to place their job orders at 743-0220. Hours are from 8:30 a.m until noon, and from 1 until 4:30 p.m. Students seeking summer employment should register at the Hire-A-Student office.

Andre Francois, a second-year student at Keyano College, is just one of many students summer employment counsellor Savi Ramnath will help find jobs through Hire-A-Student.

The Journal, St. Paul, Alta., Wednesday, May 16th, 1990 C7

Hire-a-student opening for summer

The time is drawing nearer when once again there will be students hunting for summer employment and there will be the need to hire these students for a day, a week, a month or a whole summer.

So once again, the Town of Two Hills will be providing the community with the Hire-A-Student services.

H.A.S. is a cooperative program sponsored by local community groups, the Town of Two Hills, and the provincial government. The main objective of H.A.S. is to help students find summer employment. But before these students can work, there must be jobs available to them. This is where the employer is a very important part of the program.

So if you are looking for some extra help this summer with yard work, clerical work, farm work or any other kind of job, why not consider a student for the job?

This summer is going to be an even greater challenge than ever before. Working along to help me this summer will be the hard working volunteer H.A.S. Committee. With their help and your support I'm sure we can make this summer just as successful as any summer before.

The H.A.S. Committee consists of: Chairperson, Gordon Morehouse, Manager; Members: Mike Pawliuk, Town Administrator; Hurl Wright, P.C.S. Director; Shirley Bistokol, Business Woman; Larry Tuschak, Town Engineer.

I'll be doing my best to make this a successful summer, but I'll need our support to make it complete. So let's make this a young summer by HIRING A STUDENT to get the job done.

The Hire-A-Student office location has not yet been determined. However, until further notice please contact the Town Office at 657-3382 with regards to the program.

Ray Caner
H.A.S. Office Manager

Hire A Student

Summer Hours

For the months of May & June
Mon.- Fri
3:00 - 5:00 p.m.
For the months of July & August
Mon.- Fri.
1:00 - 5:00 p.m.
August 1 last day
Phone 642-5327 Ext. 68
Located in Atco Trailer behind Town Office
Provincial Library

HIRE-A-STUDENT STAFF

Linda Corry, right, a eighteen year old, grade twelve student of the J.C. Charyk Hanna High School has been hired for the position of Manager for Hire-A-Student located in Hanna.

Linda Will be attending a seminar in Calgary on May 7, dealing with the program and her position.

Working with Linda as her assistant, will be Connie Robinson, left, seventeen year old, grade twelve student of the J.C. Charyk, Hanna High School.

The Hire-A-Student office will open May 9, 3:30 to 4:30 upstairs at the Provincial Building.

Hire-A-Student—open for business in town

By Myrt Puddifant

The doors of the Innisfail Hire-A-Student office, situated in the Henday Square Mini Mall, were opened yesterday by manager Sandra Leischner, who was chosen for the position from a field of ten applications.

Sandra, the daughter of Bev and Martin Leischner, who farm east of Innisfail, graduated from the Innisfail High School in 1981 and has just completed her second year of Commerce at the University of Calgary. Last summer she worked for Bill's Super Service, and had her first taste of management when she co-ordinated and managed the concession booths at the Innisfail Professional Rodeo.

Prior to starting her new job, she had two days of orientation. One was spent in Red Deer where a general overview of the program was given and duties and responsibilities of Hire-A-Student managers explained. The second day was spent in Olds and here the program was localized to meet the needs of each community.

With the economy at a stand still and many adults unemployed, she realizes that her job isn't going to be easy and employers will ask, "Why hire a student?" Students realize just how scarce jobs are going to be this summer, she said, but she feels these young people are eager and willing to work anytime to meet the employers needs. An employer can hire a student for the summer, month, week, day or even a couple of hours. "Hire-A-Student only recommends students able to fill a job requirement and an employer doesn't need to hire the first one sent to him," said Sandra. "We try to satisfy both the students and the employer and act as a free reference service for both parties."

The Odd Job Service, which has operated all winter under the co-ordination of Alysa Tams, will also be working out of the Hire-A-Student office until the end of June so the two girls will be working together to promote their programs.

"I'll be visiting businesses and local service clubs in the next few weeks," said Sandra. "I want to make them aware of the program and ask for their support. We'll be having a Grand Opening later this month and hope to have Hire-A-Student Week where all the students registered in the program will get together to do some community project, wash cars or clean yards. I'm really looking forward to the summer and feel I'll gain a lot of experience on the job."

For employment needs, students and employers can call Sandra or Alysa at 227-4800 or stop in and see them during office hours which are 9:30 - 12:30 p.m. and 1:30 - 5:00 p.m. Let's support a Young Summer and Hire-A-Student.

Contribution of funds supports student employment program

A cheque in the amount of $2900.00 was presented to Marjorie Carlson, Hire-A-Student Office Manager for Pincher Creek, by Fred Bradley, Pincher Creek, Crowsnest M.L.A. Cookie Christensen is a member of the volunteer Hire-A-Student Committee.

The funds represent support of Advanced Education and Manpower for student employment. Contributions from the Town of Pincher Creek, the Pincher Creek Lions Club, Shell Canada, Gulf Canada, and the Napi Friendship Centre complete the funds necessary for the office to operate. The office, located in the Town Hall basement, is open for service to the employer and the worker from May to August this year.

Hire A-Student

Student Summer Employment Program

Phone 963-4040

Box 1860
Stony Plain, AB
T0E 2G0
May 13, 1983

Dear Sir/Madam:

Once again the Hire-A-Student Office has opened its doors for the summer. Hire-A-Student, like your organization, provides a service to the community. This is done, in our case, by matching employers with the right summer help. This makes it easier for employers to find summer help and also helps students find summer employment, gives information on job search strategies, and other helpful advice.

As Hire-A-Student Office manager I am looking forward to working with the Stony Plain community. I am presently entering my fourth year of elementary education at the University of Alberta. I attended high school at Memorial Composite and was raised in the Duffield area. Previously I have worked for the 4-H Branch of Alberta Agriculture and hope to apply the skills I have learned in various positions to the role of HAS Office Manager.

One of the most important areas in the HAS program is community awareness of the needs of students. It is also through this program that the community becomes acquainted with the services, opportunities, and advantages of the HAS program.

To date, I have been quite busy registering students, and I have a large number of capable and enthusiastic students who are looking for the valuable experience summer employment can offer.

Enclosed is some information on the HAS program. I would appreciate it if you would share this information and letter with your organization members. Also, I would be very happy to meet with your organization and discuss our program with you.

The HAS Office is again located within the Drayden Insurance building. You can also contact me at 963-4040. I look forward to hearing from you.

Sincerely,

Ellen Smith

Ellen Smith
Hire-A-Student Office Manager

(Letter to Service Clubs)

Hire A Student 78

A Student Summer Employment Program

Phone 653-4244

M. D. Building
Cardston, Alberta
May 6, 1983

Dear Church Leader:

The Hire-A-Student office is now open for the summer employment season of 1983. Our office is set up to help students find jobs and help employers find qualified students to fill their employment needs.

I send this letter to you as a counsellor and leader with the youth from your congregation. If you know of students needing to find summer jobs, I ask you to refer them to my Hire-A-Student office so that I may assist them. Should you know of employers needing to hire, we would appreciate those referrals also.

This employment office is operational for private households also. I have students who are willing to babysit, do yardwork, and housecleaning, and other similar jobs.

The Hire-A-Student office is located in the M. D. building and can be reached by phoning 653-4244. Office hours are Monday - Friday, 8:30 - 4:30 p.m. The office manager this year is Cindy Gladstone. Get involved and Hire-A-Student!!!

Sincerely,

Cindy Gladstone

Cindy Gladstone
Office Manager
Cardston Hire-A-Student

(Letter to Church Groups)

3. Advertising Directed To Employers

FARMERS!

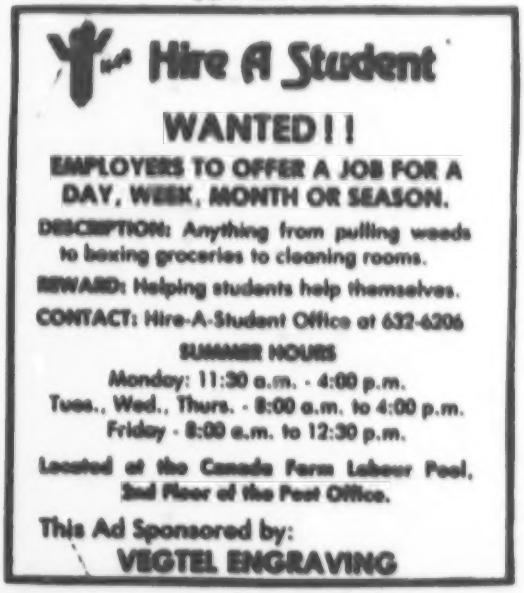
MORINVILLE

Do yourself a favor and hire a student to sweep out your empty grainery, to handle the painting job that you have not had time for, to pick rocks and roots, to cultivate the summerfallow or to do any of those odd jobs that there is never enough time for. You get alot of service from an eager and versatile student.

If you find yourself needing some extra help for a few hours, a day, a week, or for the rest of the summer call or drop in, to the Morinville HIRE-A-STUDENT for fast and efficient service. HIRE-A-STUDENT is a free referral service which attempts to coordinate the summer needs of both the employer and the student to their mutual satisfaction. Students are energetic and capable workers. Maybe you've been missing out on a good thing!

The HIRE-A-STUDENT office nearest you is located in Morinville 10204 - 104 Ave. and the phone number is 939 - 5533. Don't delay, call today!

SHERWOOD PARK
OPERATION VACATION!
Leaving home for the holidays? Have a student take care of your lawn, garden, plants, pets, mail etc. Have a worry free holiday.
Think Young • HIRE • A • STUDENT
PHONE: 1 464-5230
HIRE ·A· STUDENT


Hire A Student
WANTED!!
EMPLOYERS TO OFFER A JOB FOR A DAY, WEEK, MONTH OR SEASON.
DESCRIPTION: Anything from pulling weeds to boxing groceries to cleaning rooms.
REWARD: Helping students help themselves.
CONTACT: Hire-A-Student Office at 632-6206
SUMMER HOURS
Monday: 11:30 a.m. - 4:00 p.m.
Tues., Wed., Thurs. - 8:00 a.m. to 4:00 p.m.
Friday - 8:00 a.m. to 12:30 p.m.
Located at the Canada Farm Labour Pool, 2nd Floor of the Post Office.
This Ad Sponsored by:
VEGTEL ENGRAVING

DRAYTON VALLEY

Hire a student good for everyone

Now is the time for those businesses and even homeowners to catch up on some of that unskilled work they've been putting off — and the price is right.

University students have been out for over a month and technical school students are coming out soon with the high school students not far behind them.

The Hire-A-Student office is now open at the town office and for minimum wage you can get yourself all the manpower you want. Jobs are scarce this year and it's a good time to take advantage of a large labor pool.

Remember when you couldn't get anyone to paint the fence around your yard or clean up the back lot?

Times have changed and they're out there now.

It's a good way to have a look for prospective employees for more skilled positions. If someone is going to do a responsible job on a "catch all" task then he or she might be someone you would want around full-time after they graduate.

In the long run you'll be doing yourself and the student a favor. They'll be making money toward their education and receiving experience in what for the younger ones will be their first job. It's something everyone has to go through and now is a good time to offer that opportunity to a young person.

HAS manager pitches to business people

SYLVAN LAKE

Local business people were on the receiving end of a sales pitch last week—from Hire-A-Student manager Andrew Swinton.

Mr. Swinton went direct to the potential employers to sell them on hiring students for their summer employment needs.

Whether it is an odd job around the home or a full-time summer job at the store, "everybody is a potential employer," he told members of Sylvan Lake Business Association.

Mr. Swinton explained that Hire-A-Student does not hire employees for the businessmen but he refers only those candidates he is sure can do the job.

"We do not hire students, we only refer them. It's up to [illegible] to do the [illegible]

added.

"If Hire-A-Student can assist the business association this summer, we'll be more than happy to do so."

Mr. Swinton said a depressed economy will continue into the summer and businessmen who need additional labor might consider using the Alberta Youth Employment Program which subsidizes student wages over the summer.

Information on this and other employment grant programs is available through the Hire-A-Student office by calling Mr. Swinton at 887-2141 or by visiting him at his office in the basement of the Youth [illegible]

Hire A-Student

(Letter to Employers)

April 29, 1983

Dear Employer,

The Taber Hire-A-Student office is now officially open for your convenience!

Hire-A-Student is an organization which brings students and employers together to form an employee-employer relationship. This is a major factor to obtain in any business. To form a tight community, people need to work together.

There are many benefits for you by hiring a student. I've listed only a few.

By hiring a student, it will enable you to:

1. Get the small jobs done in your business that you have never had time to do. For example: cleaning, yard work, window washing etc....

2. Make your own business schedule easier. Students will work at times that are convenient for you. Students are available from May to August. They may work the whole summer, a month, week, day or even a few hours for you. They're great when you or your employees go on vacation!

3. Employ the person right for the job. Hire-A-Student only refers students that are able to fill the position you have requested. You will have the final decision on your employee or employees.

4. Employ students that are enthusiastic and eager to work.

5. Employ students who will bring new ideas and new adventures for your business.

By hiring a student, he|she will gain experience and knowledge on the job. They will also get the benefit of working in a business atmosphere. A job initiates responsibility and maturity, and these factors are important for the student when he|she finds a career and enters the job force.

I will be contacting you sometime this month for your summer employment needs. If you have any questions or requests before this time, please feel free to contact me at 223-3900, or come visit me weekdays from 1:00 - 4:30 p.m. upstairs in the Post Office Bldg. Room #1. I will be looking forward to meeting with you and helping make Hire-A-Student a success in our community!

Cordially yours,
Kendra Strobl
Taber Hire-A-Student
Manager

Save time, energy and money by hiring students

By Lynda Howes

The Hire-A-Student program is off to a start once again. Now, in the early weeks of operation, employers are very much in need. At this time, there are more students registered than we can provide jobs for.

The Hire-A-Student program is sponsored by the federal government, provincial government, and the Chamber of Commerce. In addition, a committee made up of local businessmen, assist me, the centre manager, to ensure that all goes smoothly. Together, we work at trying to find employment and placement for students during the summer months.

There are many advantages in hiring a student. Students are available and eager to:

(1) Help out with the increased summer workload.

(2) Fill in for other employees while they are on vacation.

(3) Assist with odd jobs, such as painting, washing windows, mowing lawns and any of those other tiresome little things you can never get around to doing yourself.

Therefore, by hiring a student you are able to save yourself time, energy, and money. In addition, our services are free of charge.

By using the H.A.S. office when in search of an employee, we can refer to you the best student suited to the job requirements quickly and easily. So, when in need of casual, regular, full-time or part-time help, contact the H.A.S. office at 932-6010 or drop by anytime between 2:00-5:00 Monday through Thursday and 1:00-4:00 on Friday at #205 in the Provincial Building.

Remember, the success of the H.A.S. program relies a great deal on public support, therefore any assistance from the businesses and community would be appreciated.

Hire-A-Student

How much to hire an employee?

Businesses often hire by using application forms -- a time consuming process often requiring two or three phone calls to find even one person willing and able to work. Time is money to most busy business people.

Exactly how much money does it cost to hire one employee? Below is the "hiring equation."

How many applicants did you interview the last time you advertised for a job? ( )(1) plus

How many phone calls did you receive? ( ) (1) plus

How many resumes did you review? ( ) (x) times

How much time did you and your staff invest answering calls, reviewing resumes and applications, and interviewing? ( ) (x) times

How much is your time worth? ( ) (=) equals

Your answer to hire one employee. $ .00

Using the Hire A Student Service can probably cut that cost by a fair amount. I take your job order (no advertising, no going through outdated application forms), phone applicants who appear suitable (no time spent on unproductive phone calls) and refer only these applicants to you. This means that the time you spend trying to find someone to work is cut down. Plus, the service is fast and free. Most of the vacancies are filled within the first few days or less. Odd jobs are usually filled the same day.

As school finishes for the year, more students will be looking for work. This is a frightening thought for a Hire-A-Student office with few job openings. It is hard to see the discouragement of these eager workers as I tell them for the fifth time in three days that "there just aren't any jobs available."

Presently, I have 128 students registered. Most of these are high school students, ages 15 to 17. I also have the under 15-year-olds who, hopefully, will help me form an odd job squad for the summer. If you are between the ages of 12 to 15, come down to the office to put your name in for jobs as part of an odd job squad. Also, I am looking for people to help with a Hire-A-Student float in the Canada Day parade. If you are interested, come down to the Canada Employment Center or phone 624-4484.

Paulette Bogner
H.A.S. Placement Officer

PEACE RIVER

Hire A Student

Lessen your work and lessen your worry
Hire A Student This Summer

CONTACT: Hire-A-Student in the Town Hall basement

PHONE: 627-3062

HOURS: 9:00 a.m. - 1:00 p.m. & 2:00 - 5:00 p.m.
Monday, Tuesday, Thursday, & Friday

9:00 a.m. - 1:00 p.m. Wednesday

Manford North Peigan is the Native Internship Program Officer in Brocket and can be reached at **965-3987**

THIS YEAR HAVE A YOUNG SUMMER!

Hire A Student

A Student Summer Employment Program

(Letter to Employers)

Hire-A-Student
Box 1860
Stony Plain, Alberta
TOE 2GO

May 2, 1983

Dear Sir/Madam:

Once again the Hire-A-Student office is open in your community to serve both the needs of business people and students. I would like to take this opportunity to thank you for supporting the local Hire-A-Student program last year. You are an integral part of our program and through HAS many young people are given an opportunity to gain that very valuable first experience at a job.

This year we again have many enthusiastic and responsible post-secondary and secondary students who are seeking full-time, part-time, and casual summer employment. The objective of HAS is to act as a referral service to the employer by matching suitable job applicants with employer's requirements.

Therefore, when you Hire-A-Student you not only receive excellent summer help but you are giving a young person a chance to gain the working experience that is needed today more than ever.

As HAS Office Manager I am looking forward to meeting the business people of the Stony Plain Community. Therefore, I would like to drop in to discuss the 1983 HAS program with you at your earliest convenience. I can be contacted in the HAS office located within the Drayden Insurance building or at 963-4040. If you have any questions please contact me. I look forward to hearing from you in the near future.

Sincerely,

Ellen Smith

Ellen Smith
Office Manager
Hire-A-Student

Hire A Student

THIS SUMMER

Hire-A-Student

to....

- Pick rocks
- Mow Lawns
- Babysit
- Paint fences
- Drive tractor
- Type letters
- Help brand
- Clean yards
- You name it!

Drop into the office in the Town Hall or phone
627 - 3062

HOURS: 9:00 - 1:00 and 2:00 - 5:00
MON., TUES., THURS., FRI.,
9:00 - 1:00 Wednesdays

You are also reminded that Manford North Peigan is the Native Internship Program Officer and may be reached at 965-3987 in Brocket.

This ad is sponsored, in part, by Pincher Office Products Ltd., and Cornyn Drug Store Ltd.

Hire-A-Student has something to offer

Saving time and money is the goal of every businessman and with Hire-A-Student as a free referral service time spent looking for the right applicant can be eliminated.

Although the businessman has the final say as to who gets hired for what purpose, Drayton Valley's Becky Heinemann, Hire-A-Student co-ordinator, can take over part of the tedious task.

"Last year we placed 20 students full-time and 40 students casual," Heinemann said.

The program is sponsored through a number of employment services. The federal government through the Canadian Employment and Immigration Commission, the provincial government through the Alberta Advanced Education and Manpower,

Hire-A-Student is taking registration for students only. Registration forms can be picked up at the trailer behind the town office. Applications for Social Insurance are also available at the trailer.

For more information call the town office.

OKOTOKS

ALBERTA YOUTH EMPLOYMENT PROGRAM

EMPLOYERS

Are you looking for a student who can work temporarily, full-time, but costs stop you from hiring one?

If you can supply a student with:
- **three working months and**
- **pay a minimum wage or better**

...then you are eligible for funding by the government, up to 50%, up to $5.00/hr.

For more information contact one of the committee members:
- **Gary Carlson**
- **Dave Jones**
- **Sally Leitl**
- **Ron Magus**
- **Clay Meinke**
- **Sandy Ruddy**

Deadline July 15, 1983

Hire A Student

Employers of Fort McMurray: Will you be short-staffed because of summer vacations? Do you need someone to unload trucks, set up a new filing system, or landscape your backyard?

University and college students are still looking for jobs. They are eager and ready to work, and hope this summer to gain experience and earn money for their return to school in September.

And what a bargain you get when you hire a student this summer. Mark is a third-year political science student with previous experience working as a press operator, maintenance person, and tree planter. Cathy's excellent communication and interpersonal skills were developed through work as a census project manager and secretary-receptionist. She would make a valuable contribution to an office this summer.

And students are not particular. They know this summer it will be harder to find a job. They are ready to take almost anything. All they need is a helping hand from the business community.

Our referral service can help you, especially with short-term jobs. With one phone call, hard-working students are available for clerical relief, site clean-up, inventory, furniture moving, and painting.

With community support, the Hire-A-Student program will be successful in meeting the needs of local employers and students. Remember your first summer job? Consider hiring a student this year.

To place a job order, or for more information, call 743-0220.

The Hire-A-Student column is a public service featured each Monday in the Today during the spring and summer months.

Hire A Student

DRUMHELLER

NEED HELP??

WE HAVE THE ANSWER...

Get Involved!

HIRE-A-STUDENT

A Student Summer Employment Program

Phone 823-8466

Located In Canada Employment Centre
196 - 3rd Avenue West

Hours: Monday - Friday
8:30 a.m. - 1:00 p.m.
2:00 p.m. - 4:30 p.m.

This year when you take your vacation, leave your worries at home—

LACOMBE

Hire a Student

to mow your lawn, water your plants, collect your newspaper.

782-5526

Hire A Student

The Vegreville Hire-A-Student has been open for two weeks and things have been going well.

Presently, there are thirty students registered with more students coming in daily. I urge you employers, we have many students ready, willing and available now, to meet your summer employment needs. No matter what the job may be, I have a student to fill that job, may it be for a month, a week, or a day.

For example, Mike Radiswon, a farmer in Vegreville, is very pleased with the students he hired for a day. Adrian Dekkers, Manager of Macleods, is also very pleased with the student he hired and the service Hire-A-Student [illegible] So come on employ[illegible] Hire-A-Student a try; you'll be glad you did.

What other things have been going on at Hire-A-Student? On May 3, 1988, I visited St. Martin's School with Sherri Giveaudt from the Job Search Information in Edmonton. Also, a presentation was given on May 5, 1988 at Vegreville Composite High School. The presentations gave students some useful tips on finding a job and about the Hire-A-Student program. Both groups were receptive and really appreciated their interest.

The Hire-A-Student office is located at the Canada Pacific Labour Pool - 2nd Floor of the Post Office. The office hours are as follows:
Monday 11:00 a.m. - 4:00 p.m.; Tues., Wed., Thurs. 8:00 a.m. - 4:00 p.m.; Friday 8:00 a.m. - 2:00 p.m.

The number I can be reached at is 632-6303.

Come on employers, let Hire-A-Student fill your summer job requirements and students, register now for summer employment.

Zenovia Sen
Office Manager
Hire-A-Student

SCHOOL'S OUT

Leduc

STUDENTS CAN:

Wash windows/house
House/pet sit
Weed the garden/lawn
Build/paint a fence
Do farm chores
Be summer relief
Kitchen help
Deliver Sing-O-Grams

Be a clown for birthday parties or special events or whatever needs to be done.

Phone HIRE-A-STUDENT
986-2261 Ext. 47

CASUAL JOBS
REGULAR JOBS

SPEECH GIVEN TO THE SENIOR CITIZENS AT THE FORT MACLEOD WELCOME MAT

It is a good idea to let this group of people know that the Hire-A-Student service is available to them. They are a neat bunch of people and are very attentive to what you have to say. Once they know what Hire-A-Student is and how it can benefit them, they will be more willing to use its service.

Ladies and Gentlemen:

Let me introduce myself. My name is Jean Lee and I'm running the Fort McLeod Hire-A-Student office this summer. As you may know, the Hire-A-Student office is open for business and our services are available to you. I'm here today to explain the Hire-A-Student program and how it can benefit you.

Hire-A-Student is a community program designed to help students find summer employment. What we do is take all of the job orders and positions available, and look through our students file to find suitable and qualified students for each each job.

How can Hire-A-Student help you? Hire-A-Student is not just for full-time summer jobs. It is open for casual jobs. Let's say for example, you need someone for one afternoon to dig out all of the rocks in your garden. You could call Hire-A-Student to help you out. If you have some jobs that you are not able to carry out and do not know anyone to help you out, Hire-A-Student can find someone for you.

A lot of people are concerned that they cannot afford to hire a student. With domestic jobs, that is jobs around the house, there is not a set minimum wage. That is a decision to be made between the employer and the employee. If you are wondering what the minimum wage is for businesses and what the going rate is, you can call me at the office. Another thing is that students who don't get full-time summer jobs get BORED. And they're just itching for something to do. So they may not be as concerned about money as they are about filling their time up.

When are students available? Right now, most students would be available after school. In the summer, students will be available any time of the day.

So if you have any odd jobs, errands to run, gardening, painting, etc. for an hour, an afternoon, a day, etc. give us a call at 553-3204, or call in at the Town Recreation Office. We're here to help you.

Any questions?

Hire A-Student

A Student Summer Employment Program

EMPLOYER EVALUATION

Name: _____

Address: _____

Phone Number: _____

1. Have you used Hire-A-Student in past years?

   Yes _____ No _____

2. How did you become aware of Hire-A-Student?

   _____ Newspaper _____ Flyer
   _____ Radio _____ Other _____
   _____ Word of Mouth

3. Did any problems arise in your contact with the Hire-A-Student office? If so, please explain.

4. Did the student possess the qualifications that you, the employer, wanted?

   Yes _____ No _____

5. Do you feel the student had a good attitude towards working? Was he/she enthusiastic and willing to work? If no, why not?

   Yes _____ No _____

6. Would you hire him/her again if you required more student workers?

   Yes _____ No _____

7. Would you use Hire-A-Student services again? Why or why not?

8. Do you feel the Hire-A-Student is beneficial to the community?

9. What steps would you recommend the manager of Hire-A-Student take next year to get more businesses involved?

10. Do you have any recommendations for the improvement of the Hire-A-Student program?

Please reply:

Sherwood Park Hire-A-Student
#25 Lower Sherwood Inn Mall
Sherwood Park, Alberta
T8A 3X3

4. Advertising Directed To Students

30 - AIRDRIE ECHO, MAY 25

Hire-a-student news

By Chris Turner

Since the summer break will soon be here, it is important that all students that have not secured summer employment, start searching now.

For the student that starts his search now, he will be getting the jump on the slower students and since there are not a lot of jobs available, he will need all the time he can get to find a job.

One service that is available, that can be very helpful in a student's employment search, is the Airdrie Hire-A-Student office. The key to success is that students of all ages register with the office immediately.

Through registering, you are letting the office know when you are available for work, and more importantly, the office will know what type of work to be looking for. This is best explained through an example:

If there are only 13 year old students registering, then it is not worth the effort of the manager to search for and locate jobs working in a licensed bar. This example can be applied to laboring jobs, etc.

The onus is on you, the student, to get down to the Hire-A-Student office, 104 Main Street, (behind the Information Centre) and register. It should be noted that the office is not just for Airdrie students. Students from any area (Crossfield, Balzac, etc.) are encouraged to drop in and register.

Searching for a job can be a stressful experience for anyone and that is why you, the student, should try to use all the help that is offered. So utilize the fact that Airdrie has a Hire-A-Student office.

For those students who find it difficult to make it to the office between the hours of 8 - 4, Monday - Friday, there will be an information booth set up in the TowerLane Mall this Saturday from 10 - 4. Be sure to drop by

School Newsletters

The HAS office is now open to serve you in Barrhead. The purpose of this service is to assist students in finding employment for the summer months. For further information, please contact:

Laurie Meier
HAS Centre Manager
Phone: 674-3341
Location: Family and Community Support Services
Hours: Weekdays 10:00 a.m. - 1:00 p.m.
2:00 p.m. - 6:00 p.m.

* Remember: It's wise to register early!

The Western Review, Drayton Valley, Alta., May 25, 1983, Page 3

Becky Heinemann, Hire-A-Student co-ordinator, answers questions from students during the Career and Education Fair.
(photo by Jack Morrison)

Announcement on Intercom

The Hire-A-Student office is now open to serve you in the Barrhead area. The purpose of this service is to assist students in finding summer employment. There will be pamphlets and job cards listing the available jobs posted on the bulletin board near the gym. Please check these regualarly and if any interest you, be sure to call Laurie Meier, HAS centre manager. The number is posted on the bulletin board. Be sure to register early!

Airdrie high school students to register

By Chris Turner
HAS Office

Students of all ages are encouraged to register with the Airdrie Hire-A-Student (HAS) office. There are absolutely no restrictions with respect to age and the time it takes to fill out a registration card is very small. The only restriction in the HAS program is that the person registering must be planning to continue his or her studies in the fall.

The HAS office has been open for three weeks and the response from high school students has been poor. To date, high school student registrations have been lower than last year, while other student registrations have been the same, if not higher.

Opposite to this, the employer response to the program has been quite good. Employers of all types are making a tremendous effort to help the students of Airdrie in any way they can. One such employer is Pat Dexter of the Airdrie Answering Service. Mr. Dexter has not only provided employment for students, but he has also donated the services of the Airdrie Answering Service. The Airdrie Answering Service will be answering calls when the manager of HAS is out of the office. This is but an example of the great attitude that is being displayed by some of the employers in the community.

To further encourage this spirit, Allan Tennant of The Airdrie Echo has generously agreed to allow a weekly column on the "Employer of the Week". Any employer who is named "Employer of the Week" will be a person who is being recognized for his outstanding effort to help the students of Airdrie. Because of this fact, it's hoped the citizens of Airdrie will increase their patronage of the retail outlet of the "Employer of the Week".

It should be stressed that there is more than one way to contribute to the HAS program. By putting up posters in the store or by making donations of goods, an employer is definitely helping the program.

Another point of interest is that the Hire-A-Student office will be having a grand opening in the Information Centre Thursday, June 9, between the hours of 9 a.m. and 2 p.m. All are welcome to come and meet the office manager and local Hire-A-Student committee members over refreshments.

Finally, students, business owners, and homeowners are all encouraged to contact the Hire-A-Student office at 948-6528. Get involved and hire a student.

Appropriate attitude, dress helps during job interviews

A student generally spends a lot of time and energy searching for a job.

If the student is successful, the next step is the interview. Students must prepare themselves mentally and have appropriate dress standards.

During the interview, try to be relaxed, let the employer control the interview, give brief but complete answers, look at the interviewer, and ask questions if unsure of anything. Research the company to be aware of how the company functions, questions dealing specifically with a position, the future, or usage of specialized equipment will show an interest in the position.

When the interview is over, thank the employer for the interview and ask when the hiring decision will be made. Follow up with one phone call after the date indicated to see if the position has been filled.

Always arrive early for the interview (10 minutes) and announce you are present for the interview to the secretary. Being late could mean losing that job.

Hire A Student
A Student Summer Employment Program

Appropriate dress standards are as follows: Girls should wear a dress or a skirt or slacks with a blouse. Boys should wear dress pants or cords with a button-up shirt. Do not wear blue jeans and a T-shirt. First impressions are important, and could improve the chance for that job.

The employer realizes an applicant is nervous and in an uncomfortable position. Both are meeting someone for the first time and it is possible the employer is as nervous as you are.

If you do not get the position, you still have the experience of the interview. You learn from each interview as you do from searching for the job.

For more information, call Doug at the local Hire-a-Student office, at Heritage House in Leduc.

HIRE-A-STUDENT

FARM WORKER
Edmonton, salary negotiable, will last all summer, must be willing to work long hours, duties: milking, haybinding, raking, baling.

BEEKEEPER
Salary negotiable, Camp Creek, approximately ? month. Must have lots of muscles (heavy lifting) Can't be afraid or allergic to bees. Duties: lifting bee boxes, extracting honey.

IF YOU ARE INTERESTED IN ANY OF THESE JOBS, CALL LAURIE AT H.A.S. 674-3341 BARRHEAD J25

Town of Falher

is now accepting applications for Summer Canada Co-ordinator. Must be post-secondary student.

To apply contact:
Hire-A-Student in Falher
Telephone 837-2652

Deadline for applications is June 15, 1983

Hire A Student
STUDENTS:
WE HAVE THE FOLLOWING OPENINGS:
* Babysitters
* Waiter/waitress
* Fence builder
* Odd jobs
Drop into the office in the Town Hall basement or phone 627-3062
Manford North Peigan, Brocket H.A.S. Manager may be reached at 965-3940 in the Peigan Band Administration Office.

Hire-A-Student says "be your own boss"

If you're a student looking for a job this summer, you should consider the possibility of creating your own job. While this is more difficult and risky than working for someone else, the rewards and satisfaction can be much greater.

To be your own boss you will require dedication, some organizational skills, and a good idea. Try to imagine how your talents could be used to provide a product or service that someone would pay for. Following are some ideas that have been successful.

Telephone wake-up service, garage sales, typing services, babysitting services private tutor, gardener, window washer, selling baked goods or lemonade, car washes, and more.

Make enquiries to find out if there is a demand for your product or service. See if you have competition and decide what neighbourhood to operate in.

Once you've decided on a project and a location find out if there are any laws or zoning regulations that apply, and check to see if you require insurance. It is your responsibility to know the laws before you begin.

Decide how much to spend on supplies and equipment, and how much to charge for your product or service. Keep your risks at a minimum. You want to make money, not incure debts and losses.

Finally, let people know you have something they need. The best advertising is word of mouth. Do a good job for someone and they'll tell others. Print up flyers and distribute them or put an ad in the paper. Call people on the phone to let them know you're in business.

Above all, do a good job. Protect your good reputation or you will have no work at all.

You can find further information on running your own summer business at the local Hire-A-Student office. Phone or drop by the office if you have any questions or problems.

by Marjorie Carlson
Office Manager
PINCHER CREEK

5. Weekly Newspaper Articles

The Strathmore Standard - June 15, 1983

Hire A Student

Theresa Praeker -- 934-5342

Some queries answered

The Strathmore Hire-A-Student program is well underway. So far over 35 students have found work through Hire-A-Student. Thanks to those who have hired students so far but we still require more jobs as there are already 50 students registered who are still seeking summer employment.

There have been some areas which students and community have been inquiring about that can be cleared up.

True or False?

1) HAS only helps younger students.

False: Anyone can register with HAS as long as they are returning to school. We have students registered who are in university or college.

2) Jobs are only filled in the summer months July and August.

False: HAS runs from May to mid August. There are some post-secondary students available for work immediately; high school students are willing to do part-time work now and into the fall.

3) Hire-A-Student is a free referral service offered to the community.

True: HAS acts as a-go-between with the employers and students. We refer students to the employer who then makes the final decision of hiring.

4) The program is only for those employers who can hire students on a permanent basis.

False: The time period for which the student is available may be anywhere from an hour to a season. We encourage all job orders from all types of employers: homeowners, housewives, or businesses.

5) The Strathmore Hire-A-Student serves Strathmore as well as the surrounding areas.

True: HAS encourages job orders and registrations from all surrounding towns and areas.

6) The HAS office interests only those people who are looking for summer employment.

False: In addition to helping students find employment HAS provides information on resume writing, STEP and Youth Employment programs, as well as Human Rights and Employment Standards. The information is available to all.

I hope this clears up some of the general inquiries. If you require further information on the above or any other aspect feel free to call or drop into the office.

THE CAPITAL, Wednesday, June 29, 1983

By Kelly Murdoch
Three Hills HAS manager

The Three Hills Hire-a-student office has once again opened its doors for the summer with the goal of matching summer job needs with students and employers.

Summertime always seems to bring many potential problems, such as vacationing staff and unexpected rushes. The Hire-a-student office is here to help avoid these problems so employers can have a relaxed summer.

Hire-a-student is a free service to the community which attempts to meet the needs of students and employers.

The students come to us eager to find a job. They fill out registration cards and patiently wait for job openings. The students we send to an employer are capable, energetic, and have a wide range of qualifications. They are available to work an hour, a day, a week, of all summer and they're also available on short notice.

When an employer places a job order through Hire-a-student, we refer only those students who we feel are qualified for the position. the employer is under no obligation whatsoever to Hire-a-student and may feel free to cancel an order at any time. We're here to help you find the right person for the job.

If you have any work you want done, whether it be from garden work to secretarial work, give me a call at 443-7323 from 8 a.m. to 4 p.m. Monday through Friday, or drop in to see me in the basement of the town library.

Going rates

July 13

By RICK BUREGA

Over the past week the local Hire-A-Student office has received numerous inquiries from homeowners concerned about having their house cleaned or lawn mowed.

Many homeowners ask how much they should pay students or what students charge for doing odd jobs.

First, domestic labour, which encompasses any type of work around a person's home, is not subject to the employment standards wage restriction. This means that it is up to the homeowner and students to mutually agree upon a rate of payment for the job.

Some employers prefer to pay by the job rather than by the hour. This may be the most beneficial for both parties as it allows more flexibility and gives both the employer and employee a pre-set sum of payment for the job.

Homeowners should keep in mind that each job is different so students cannot set a flat rate which can be applied to all situations.

Payment should reflect the amount of work involved as well as any materials which the student may have to provide.

A bill can be drawn up to show a breakdown of the costs involved. Currently most homeowners pay the students in cash when the job has been completed.

Students are aware a job well done can bring repeat business as well as valuable referrals to new business.

Why not get those odd jobs done around your home before going on vacation this summer!

The Hire-A-Student office located in Grandin Park Plaza is open from 9 - 5 p.m., Monday to Friday. Ph. 458-3808.

Rick Burega is the office coordinator of the St. Albert Hire-A-Student centre.

by Bill Holmes, Jr.
High River, Alta.

Farm Help Available

I am very pleased to be doing a column in this paper this week, not only because of the paper's name itself, but also because I know the type of people that this paper reaches.

Being a rural paper, I am reaching, for the first time, a lot of the farmers in and around this area. Hire A Student in High River has been very successful so far this year. We still have about 60 students looking for work for the rest of the summer. Our students are not just high school and junior high students; rather they consist of students from grade 6 up to 3rd and 4th year university and college students. Of our half dozen post-secondary students, we have one who has his class 3 licence and two or three who have had experience on farms as well as knowledge of the bigger farm machinery These students would be perfect for helping you in your harvest which should be coming up shortly.

A lot of the students that we have left need the extra income so that they can go back to school in the fall to continue in their studies. Even if you have a series of short part time jobs that they could be working at, I'm sure that they woud be very happy.

I hope that you take a look at our ad in the paper and if you are in town and can participate in our activities we would be all the happier. If you need someone to work, call us at 652-2307 or our Calgary direct line at 264-5231 between the hours of 8:30 and noon or in the afternoon between 2:00 and 4:30. We can do any job that you have. The impossible jobs we can do right away but the miracles take a little longer.

Hire-A-Student office places job orders

NANTON

by Bren Nugent

Hire-A-Student has been open since May 1o part-time, and full-time since June 2".

The office location and the new phone number for the office is 646-2029. Hours are from 8:30 a.m. to 12 noon and 1:00 p.m. to 5:00 p.m.

I have had 25 regular job orders and 24 placements, and 2b casual job orders with 13 placements.

There will also be a Hire-A-Student week from August 2 to August 5.

August 2 will be a bottle drive (the students will be wearing Hire-A-Student odd job squad buttons). August 3 will be a car wash in the area in front of the tourist building.

August 4 and 5 will be odd job days when the students will be going door to door to do any odd jobs you may have that need to be done.

Any students needing work for the summer or any employers that need extra help this summer are asked to phone Hire-A-Student.

Hire-a-student

Orders for jobs increasing

BARRHEAD

First of all, I would like to mention that an error had occured in my column last week. "I will make the final decision of who you would like to have" should have read "The employers will make the final decision of who they would like to hire."

To carry on with my update for this week, I have been very busy with a fair amount of overtime hours accumulated. I'm not complaining, though, because this means we're getting a good response and that's good news. I certainly don't get bored anyway.

I have had a good amount of new job orders come in and student registrations are also increasing which is good to see. We now have a wide variety of talents and also a good variety of jobs.

To show you some statistics, compared to last week, we now have 114 student registrations, 48 job orders and 65 student placements in both casual and regular jobs. If you're wondering how we could have more placements than job orders, it's because some job orders request more than one student.

As far as advertising is converned our H.A.S. ad is now being shown on the QCTV information channel so keep your eyes open for that. On June 7 Sandy Northey from job search made a presentation for two business classes at the High School regarding "How to search for a job." Sandy did a very good job and I'm sure she was very helpful to many students. I accompanied her and made a small speech regarding the H.A.S. program.

I have started my employer visits as of June 8, and will be continuing probably for the month of June so "employers beware," I'm coming to visit. I am looking forward to meeting all the business owners in Barrhead and talking about the H.A.S. program.

I would like to advise everyone that my office hours have been changed. The new hours are: 9 - 1 p.m. and 2 - 4:30 p.m. I hope this does not cause any inconveniences. If you would like to see me but find these hours are not suitable, please call and we can make other arrangements.

Watch for next week's update regarding the events of Bonanza Days.

TABER

Hire A Student

A Student Summer Employment Program

By KENDY SASAKI

This week's Hire-A-Student Employer of the Week is Sam Campbell from Sam Campbell's Painting. Mr. Campbell has employed Vicky Kress for the summer. He received a H-A-S certificate of appreciation and one free meal courtesy of A&W.

Hire-A-Student update: registrations, post secondary, 44; high school, 138; placements, 26 regular; 32 casual; June's target zones, 37 regular; 55 casual.

Goining on my employer visits, I ran into some very interesting people. Many who told me their opinion of Hire-A-Student and youth employment.

Many employers asked me, "Why can't students come out on their own to look for a job?" If they need a job, they should be making personal calls to the businesses.

Hire-A-Student is not only there to find jobs for students, it is also there to fill the employers needs. Instead of looking at 20 applications, an employer only has to look at a few.

Hire-A-Student is a free referral service. Before a student calls an employer for a job order, he/she is selected out of other students because of his/her previous job experience.

Every student that registers at the office fills out an application form which provides information about their age, previous jobs, recent employers, times available, interests, and other related information. When I've looked over their card, I refer them to the employer. From there, the employer may interview the applicant and get a better idea of the qualifications for the job. Hire-A-Student is there to please the employer and employee.

For employment needs, call Kendy Sasaki at 223-3900 or come up to the H-A-S office upstairs in the post office bldg. Room No. 1 from 1:00 to 4:30.

"Remember your first summer job?"

"Give our youth a chance, Hire A Student."

Running Your Own Business

Running a business is not for everyone. You have to be prepared to take a risk and ready to work hard. To start your own business, you need confidence, realistic expectations, preseverance and a good idea.

Your business idea should be a good one, but it doesn't have to be widely original.

It is a good idea to carefully evaluate your backgound -skills hobbies and experience -to come up with a business idea that is well suited for you. If you're good at doing something, consider doing it for other people. .

Students and other young people have become involved in a great variety of business venture. Successful businesses have included: babysitting services, mending services, mowing lawn and gardening, washing windows and doing other household chores, providing shopping services for the elderly and handicapped, setting up museum trips, nature trail trips or puppet shows for children, selling flowers or friut on city streets, painting and providing a pet and/or plant care service for people on vacations.

Once you have the idea, the hard part begins. If you are serious about starting a business, you have to plan ahead. Planning is important for any business, but it is crucial for a summer business that only lats for a few months.

Your planning should involve:

1) testing the potential market for what you plan to offer
2) finding out about legal requirements such as licences
3) arranging for financing
4) getting organized
5) considering insurance
6) investigating government and business assistance programs

Once you're in business, it is importnt to do things in a business - like way.

You can avoid alot of misunderstandings if you put things down in writing. Many businesses use contracts to clarify exactly what work will be done, in what time and at what price. A legally binding written contract with all the necessary provisions is a form of insurance for both the contractor and the customer.

It is important to schedule your work carefully and only make commitments you can keep. When you're just starting out, give yourself lots of time to complete a job until you've figured out what kind of problems you might run into. That way you'll either get the job done on time or earlier than promised.

Accurate financial records are essential for income tax purposes and to assess how a business is going and whether changes are needed.

You should keep a careful account of all expenses and money you earn.

It is a good idea to open a special bank account for the business; this may be a joint account if you have a partner. The cancelled cheques, deposit slips and bank statements can provide you with an extra record of transactions.

Always be polite and considerate and don't promise to do things that are beyond your capabilities. Be punctual and deliver on time.

To reach people and make them aware of what you have to offer, you can use a number of inexpensive means such as door-to-door flyers and notices, or posters at shopping centres, laudromats and other places where peole gather.

Advertising is an area where you can really use your imagination.

The local media can be a good source of free publicity. You might consider phoning your local newspaper, or radio or television stations and asking whether they are interested in doing a story about your business.

There is a lot to consider when going into business but common sense is a great help.

"Common sense is really the best way to go because I think it would be hard to work under somebody else's system. That's part of the beauty of it, you've got your own system. You're doing what you want to do and not what everybody else expects or thinks should be done, and that way it seems to work out the best."

- Maureen Crawford, Whyte Spade Design.

Zenovia Se...
Office Manager
Hire-A-Student

Uxbridge

Fort MacLeod

H.A.S. Week activities outlined . . .

Hire-A-Student update

by Jean Lee
H.A.S. Office Manager

Student registrations are way up from last year, however, we still need more students from the upper high school grades and post-secondary level. The reason for this is that some job orders require older, more experienced and qualified (??) students and sometimes our office has not been able to fill out these orders because we did not have suitable applicants. So if you're still looking for a job, we encourage you to come on down and register. Maybe we can help out!

(This doesn't mean we're still not looking for younger students—the more registrations the better!!)

The Hire-A-Student office is planning to run a candy apple booth at the Downtowner during Midnight Days. This is one of our job creation projects for the younger students. If you are a student interested in helping us out, having some fun, and making a bit of money, come down to the office and see me.

Also, Hire-A-Student is planning to have at least one entry in the Midnight Days parade.

H.A.S. Week is from July 4-8. On the agenda are:

Monday - Awareness Day - students will be pounding the pavement and going from door-to-door with flyers, to let people of the community know of our services.

Tuesday - Window Washing Blitz - our Odd Job Squad will be out in full force on Main Street. Businesses can have their windows washed for a nominal fee.

Wednesday - Odd Job Day - people can phone the H.A.S. office for any odd jobs that they may have.

Thursday - Free swimming from 5:30-7:00 p.m. for all the employers and their families who have used H.A.S. this year, plus those students who have registered with us.

Friday - Employers and Students of the Week draw. Any person who places a job order during H.A.S. Week will be eligible to win one of the many prizes donated by local businesses (look for our ad in today's paper). Also students participating during H.A.S. Week will also be eligible for some prizes.

With your support, I know that H.A.S. Week will be a great success.

We are also planning a volunteer day for the students. I would like to get a group of students to spend an afternoon with the senior citizens at the Pioneer Lodge, and visit with them, help them with any errands, or letter writing, etc.

However, for all of these activities to run, we need student help. If you are a student interested in helping out during Midnight Days or the H.A.S. Week, or with the Odd Job Squad, or doing volunteer work, come on down to the Recreation Office and visit Jean or phone 553-4833. We'll keep you busy, and have a lot of fun, and maybe even make a little bit of money!!

FORT MACLEOD

AIRDRIE ECHO, JULY 13 - 11

For summer student workers

Hiring restrictions outlined

By Chris Turner
HAS manager

As mentioned in last week's article, this week there will be information provided on employment restrictions for adolescents and young persons.

An adolescent is a person who is over 12 years and under 15 years of age. An adolescent may be employed in any of the following occupations: a delivery person of small wares for retail stores, a clerk or messenger in an office, a clerk in a retail store, or a delivery person of handbills or flyers.

The most important point concerning adolescents is that they are not allowed to be employed between 9 p.m. and the following 6 a.m.

A young person is one who is at least 15 years of age, but not yet 18 years.

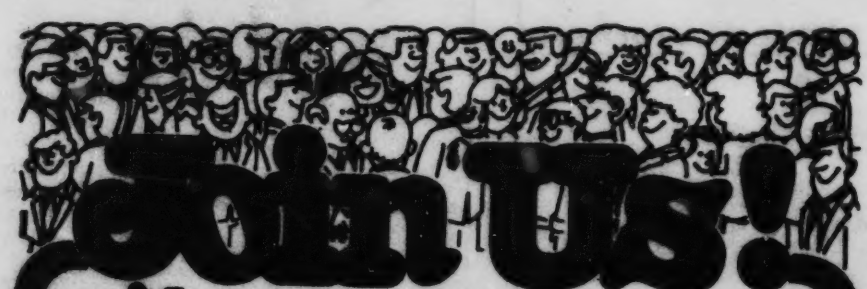
Young persons employed between 9 p.m. and 12 midnight in business establishments such as service stations, grocery stores, restaurants, motels and hotels must be under the supervision of one or more adults, but cannot be employed in these businesses between 12 midnight and 6 a.m.

Young persons can be employed between 12 midnight and 6 a.m. in establishments such as hospitals, manufacturing, plants, refineries, etc., but must be in the continuous presence of one or more adults and the employer must have the written permission of their parent or guardian.

As mentioned earlier, if there are any questions, feel free to contact the Hire-A-Student office. If the centre manager cannot answer the question then he will put you on the right track of someone who can.

In closing, anyone who may have an odd job round the home that needs to be done is encouraged to contact the Hire-A-Student Centre at 948-6528. Help Airdrie's youth gain work experience while giving yourself a break.

6. Promoting Special Events



Join Us!

Hire A Student

A Student Summer Employment Program

FOR THE

OFFICIAL OPENING

FRIDAY, MAY 13th

DROP IN ANYTIME BETWEEN THE HOURS OF

3:30 p.m. and 5:00 p.m.

Come in and meet the new Sherwood Park staff. Mr. Peter Elzinga, MP, and Mr. Henry Woo, MLA, will also be in attendance to meet all the visitors. The Hire-A-Student program is a no-charge service to students and employers, which strives to match suitable job applicants (students) with employers requiring summer relief. A WEEK, A DAY, AN AFTERNOON, OR ONLY AN HOUR!

912 ASH ST

lower level

464-5230

COFFEE AND DONUTS DONATED

by SAFEWAY SHERWOOD PARK

HIRE A STUDENT — The Hire A Student Committee celebrated the official opening of the employment office next to the chamber of commerce. Shown from left are: Bob Wilson, committee chairman; Wayne Battle; Mayor Herb Kotscherofski; Ron Bardak, chamber of commerce president; Ellen Smith, employment office manager; Lealy Hanson, chamber manager; and Rev. Wayne Shortt. (Richard McGuire photo).

Hire A Student screens workers free

STONY PLAIN — Local dignitaries and the Hire A Student Committee were present to officially open the Hire A Student office May 12.

The office has been open since May 2, and manager Ellen Smith says it's off to a good start.

At present more than 80 students are registered and while some have been placed, there are still many capable and enthusiastic students looking for full-time, part-time or casual summer employment, says Smith.

She asks people interested in what HAS can do for them to call her at 963-4040 or drop by the office located next to the chamber of commerce on the main street in the Drayden Insurance building.

Smith says she's often asked as manager: "Why hire a student?"

Her response is that students are talented, energetic, enthusiastic, eager to learn, eager for summer work, and available on short notice full-time, part-time for a few weeks, days or hours. They need the work experience a job can offer, she says.

Students will do complex and demanding jobs, replace vacationing staff, do casual jobs around the home or apartment and work part-time during the school year.

The HAS office can help employers by cutting costs of finding additional or replacement staff. It saves administrative time and the bother of interviewing students who won't fit into the employer's operation, Smith says.

Hire A Student

A Student Summer Employment Program

Patricia Leight
Hire-A-Student
P.O. Box 3072
9911 - 103 Street
Fort Saskatchewan, Alberta
T8L 2T1

Re: Poster Contest

Dear Sir or Madame,

The Hire-A-Student office is sponsoring a poster contest. There will be two categories of entry. Those are: grades 1 - 3
grades 4 - 6

There will be prizes awarded for first, second and third place posters in each category. The posters will be displayed in the Fort Mall on the weekend of June 10 - 11. The judging will take place on June 10, 1983 at 1:00 p.m. The closing date for entries is June 9, 1983 at 12:00 noon. The posters will be picked up from the schools that afternoon.

Please draw this matter to the attention of the students. If there are any questions, please do not hesitate to contact the office at 998-4355.

Listed below are the specifications for the posters.

Information:	Program	Hire-A-Student
	Phone Number	998-4355
	Location	Chamber of Commerce Office 9911 - 103 Street

The above information is important and should be in large letters. I would also suggest you draw a picture of a student mowing the lawn, holding a baby, washing windows, or draw a picture of yourself working.

I leave it all up to your creative imagination, but remember to include the information above. Be sure to write your name, address, age and grade on the back of the poster. Thank you for your participation and effort.

Sincerely,

Patricia Leight

Patricia Leight
Hire-A-Student
Centre Manager

Some employer she HAS!

Hire A Student in Sherwood Park has named Ramona Smith (right) its Employer of the Week. Ramona's employee is Leslie Mitchener. The award is given to the employer who hires students for the greatest length of time in jobs of greatest mutual benefit to employer and employee. If you have a job a student can fill or if you're looking for a job, drop in at the Hire A Student office in the Professional Building, across from the RCMP station.

Hire A Student

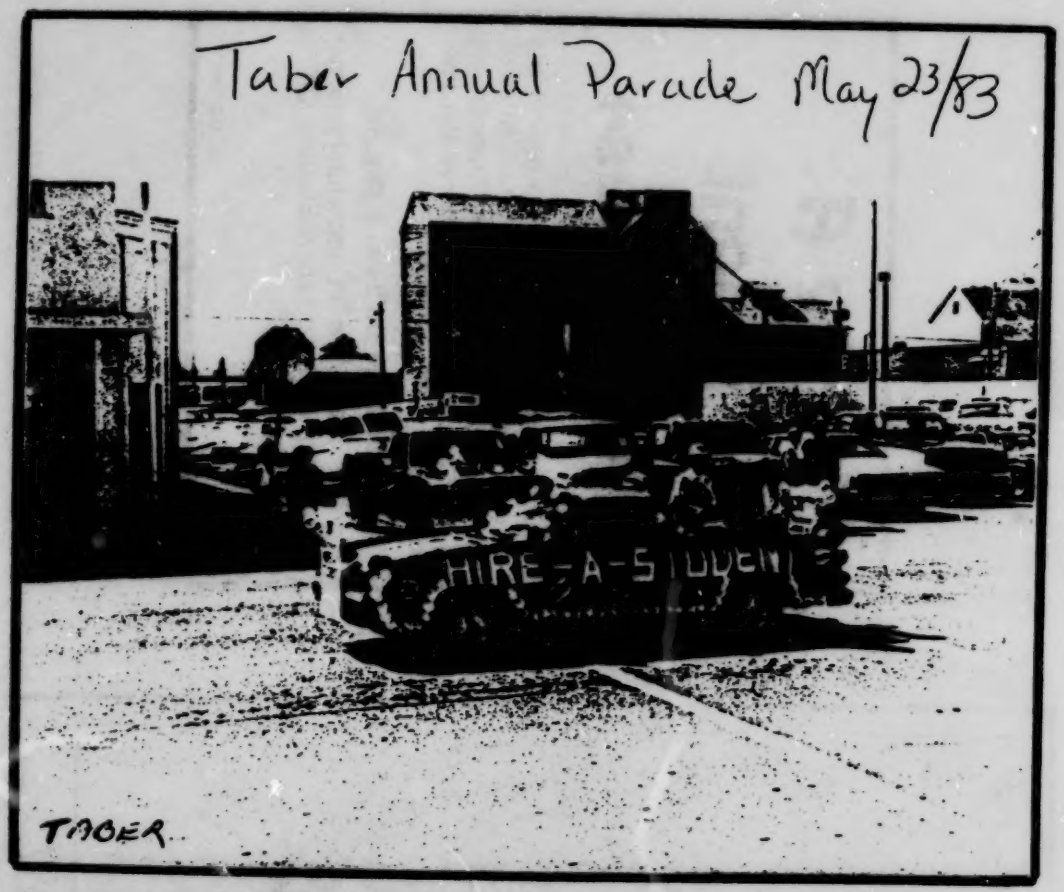
Open House

You the public are invited to attend the Open House of the 1983 Hire-A-Student Office in Wetaskiwin. Refreshments will be served. 4811 - 51 St (Above the Post Office)

May 26, From 2:00 - 4:00 p.m.

To give the public an opportunity to get aquainted with the Hire-A-Student Office and its staff.

D/2068/5/11



HAS hosts coffee house

Picture Butte

I am proud to announce that on Wednesday, June 8, Lee's Palace was the site of the Picture Butte H.A.S. "Coffee House." This grand opening, took place in the morning, allowing the farmers, businessmen and household executives of the community to drop in for a leisurely, free cup of coffee and in addition find out the details of the Hire-A-Student program.

In the next few weeks, I will be circulating among the many different businesses of the area. My purpose will be to explain the advantages of employers working and co-operating with Hire-A-Student. Then, if enough interest is generated, I would hope that job orders could be given to me. I will then pre-screen, interview and refer only the most qualified students. It should be stressed that the employer is still responsible for the choosing and hiring of the qualified referred students.

The office has been open since May 24. I have already received a whopping 123 registrations. The talents, skills and previous work experience of these students are remarkable. Presently, there are students available who are willing to work after school and on the weekends until the school term has ended. As well, there are several students available for full-time employment. Immediately following the week of final exams there will be many energetic high school students ready for employment throughout the summer.

If any questions arise, I urge you to either phone me at 732-5570 or drop in at the office which is located in the basement of the Picture Butte Town office. I'm there noon hours and after school until June 17. Also, I will be in the office Saturdays until June 17. After this, I will be working full time.

Sally Hanzy

Fastest team

The ACFA (French Cultural Centre) team proved the fastest in the Hire-A-Student Week chuckwagon races held in Bonnyville last week.

HAS pace hasn't slowed down in last two weeks

by Lorraine Jenkinson
Student Placement Officer
Bonnyville

The pace of the Hire-A-Student Office has not slowed down in the last two weeks and is not expected to for a few more. Hire-A-Student Week is over so now it is back to the routine work of registrations and job orders.

Hire-A-Student Week went off with few hitches. All the teams showed up in full force and created their own brand of excitement all week.

IGA and Bonnyville Centralized High School battled it out in the first chuckwagon race, with BCHS coming out a narrow winner. IGA walked away with the Best Decorated Cart, however. The SAAN Store put up a valiant effort.

In the second race Notre Dame Junior High came out the winner, H.E. Bourgeois second and Duclos School third. The Demons must have tired themselves out taking that practice run.

The third race consisted of three heats. The Native Friendship Centre won for Most Spirit but it wasn't enough to win the race. They tied for third with Ducharme Motors. The Town of Bonnyville tried to blind the opposition with their brightly decorated cart but Association Canadienne Francaise d'Alberta de Bonnyville still managed to run off with first place.

In the final race, the ACFA team made up of NDJHS students, blew their opposition off the course. The BCHS team took second and NDJH third. The BCHS track coach will no doubt be scouting the ACFA team.

The entrants in the tray race also had a fun afternoon. The Kozy Inn Restaurant came out on top, with the Lakelander Motor Hotel second and the Midtown Motor Inn third. The Midtown Motor Inn can direct any complaints it may have to the National Tray Race Council in Ottawa.

Ribbons were awarded to all the teams at an open house on Friday. The Chuckwagon Race trophy, sponsored by Ducharme Motors, was presented to Michelle Wessill, Director of ACFA. A representative from the Kozy Inn Restaurant picked up the Tray Race trophy, sponsored by the Midtown Motor Inn.

Many thanks goes out to all the businesses and students who participated and spectated.

Students are reminded to come into the Hire-A-Student office and check the board. There are 46 jobs presently open, but more will be closed this week. Most jobs start on July 4 and run until August 31. Casual jobs are also available.

The Hire-A-Student office is located in the Post Office Building, on the second floor, or call 826-3317.

Softball rematch called

It may not have been the come-back of the century but the St. Paul Journal softball team did make a valiant attempt.

As part of the Hire-A-Student week activities HAS challenged the Journal to a game Wednesday night.

CASEY AT THE BAT – L. H. Drouin gives the Journal team some hitting power duing Wednesday's Hire-A-Student/Journal slowpitch game. Although he hit the ball, the opposition tagged him out at first base.

A confident Journal team walked out on to the field–after a half hour warm up–prepared to win.

With an air of superiority (concealed from HAS) the team watched as their pitcher set out to destroy the HAS team.

After the first inning the confidence and superiority were waning. The score was HAS 7, Journal zero.

And instead of getting better the score got progressively worse (of course it depended upon your point of view).

During the first three innnings the HAS team spent a few seconds on the field. However the team spent considerably more time batting balls over, around and in-between Journal players.

The score stood at 14-0.

Smiles beamed from HAS players' faces.

In an attempt to boost team morale L.H. Drouin, publisher turned softball manager, dug out St. Paul Journal caps and handed them to the players.

He also reminded the players who signed their pay cheques.

Whether it was the subtle reminder, the boisterous cheering section or the team spirit(s) the Journal team began to show a decided improvement.

The Journal team drove in enough runs to regain their dignity narrowing the gap 16-13. But the team couldn't pull off the win.

HAS emerged the victor with a final score of 19-13.

Hire-A-Student

Grimshaw and Peace River will combine together for Hire-A-Student (H.A.S.) week on July 4th through the 9th. The following are the activities going on during the H.A.S. week.

MONDAY (July 4th) - Blitzing the towns with posters.

TUESDAY (July 5th) - Softball game at 7:30 p.m. The Grimshaw Chamber of Commerce will take on H.A.S.

WEDNESDAY (July 6th) - Draw for employer dinner for the H.A.S. super boss of the week.

THURSDAY (July 7th) - H.A.S. display at the Riverdrive Mall in Peace River.

FRIDAY (July 8th) - H.A.S. managers meet for mid-summer conference in Grande Prairie.

SATURDAY (July 9th) - H.A.S. display down main street of Grimshaw, set up beside the Liquor Store.

An employer and student of the week will be choosen during the week. The winners will receive a gift in honor of their contributions. For more information, contact Deana Thurber at the Hire-A-Student office in Grimshaw (downstairs in the Town office) 332-1138.

PROCLAMATION

I, Dr. Ross Cairns, Mayor of Vegreville, do hereby proclaim the week of June 13 through to June 17, 1983, as Hire-A-Student Week in Vegreville and call upon our community to support this project thereby investing in the futures of our young people.

Dr. Ross Cairns
Mayor of Vegreville

Zenovia Sen
Office Manager
Vegreville Hire-A-Student

Dated at Vegreville, Alberta, May 27, 1983.

PROCLAMATION
HIRE-A-STUDENT '83

Whereas the Town of Grand Centre supports and encourages student employment; and

Whereas the Town of Grand Centre desires to have continued co-operation between employers and summer working students; and

Whereas the Town of Grand Centre recognizes the need for the provision of student work experience as being essential for a student's learning and growth; and

Whereas the Town of Grand Centre recognizes the need for local employers, residents, and students to be able to work in harmony with each other gaining valuable work and learning experiences from the other; and

Whereas the Town of Grand Centre desires to assist in the development and the betterment of a student's work experience; and

Whereas the Town of Grand Centre recognizes the need of employers for temporary summer help.

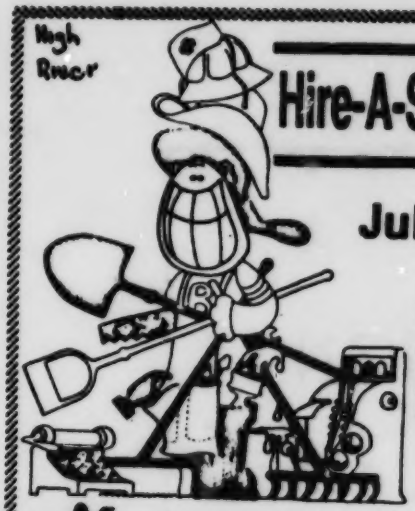
Now therefore, I, Neil Kowal, Mayor of the Town of Grand Centre, hereby proclaim May 30 to June 3 as

HIRE-A-STUDENT WEEK IN GRAND CENTRE

High River

Hire-A-Student Days

July 20 - 23



This is an event in which Hire A Student trys to promote itself in the community with various activities. Without charging you an "arm and a leg", we can:

- wash cars - clean yards
- sweep sidewalks
- shovel dirt - clean house
- wash windows
- take care of pets
- anything else you might need done

Hire A Student

The impossible task's done immediately... Miracles take a little longer

Our program will involve the following:

Wednesday, July 20	Kickoff with a Poster Contest -- 11 a.m. 3 age groups-under 10, 10-15, 15 and over Prizes for 1st, 2nd and 3rd in each group.
Thursday, July 21	Bottle Drive -- 10 a.m. Only students with Hire-A-Student buttons are eligible.
Friday, July 22	Odd Job Squad will be in effect all day to do odd jobs.
Saturday, July 23	Office on the Mall -- 10 a.m. to 2 p.m. at the Ranchland Mall. All service offered. Car Wash 11 a.m. to 3 p.m. at the firehall. $2 per vehicle.

For Further Information Phone 652-2307 & Ask For Hire-A-Student Office

Hire A Student

WEEK

June 20th-27th

ACTIVITIES:

Place a Job Order during Hire A Student Week and . . . become eligible for

Free Dinner Draw

from . . . Park Plaza

Draw held on Friday, June 24th

CALL 329-1455

and . . .

THANKS TO

Honorary Chairman

Ray Cote

of the NHL Edmonton Oilers

. . . much obliged Ray!

Who's good at sloganeering?

Being the Centre Manager for Hire-A-Student is not easy. You have to come up with neat little slogans to promote Hire-A-Student.

Well, here is mine:

This summer use your head,
Hire a student to work instead.
Then you, my friend, can stay in bed.

Pretty bad...right?

Please help me out be sending or bringing your fantastic slogan to the Chamber of Commerce Office: P.O. Box 3072, 9911-103 Street, Fort Saskatchewan, Alberta T8L 2T1.

I know you always wanted to see your name in print so the best slogan will appear in my column.

We also need jobs for students desperately, so no matter how big or how small the job, please call me at 998-4355.

Hire A Student

by Patricia Leight

Hire-A-Student week under way

Fort McMurray young people seeking employment will get a major boost as the local employment centre kicks off its Hire-A-Student week activities today.

Hire-A-Student administrator Louise Kee has planned a number of events to help students find employment and raise awareness about student employment needs.

During the week, Kee said young people seeking summer employment will demonstrate their job skills to potential employers.

"It brings employers' attention to the fact that there are students out there looking for work," said Kee.

She said student employment appears to be similar to last year despite the recession. Since mid-May, 180 students have found jobs through the local Hire-A Student office.

Should businesses have questions about the Hire-A-Student program, employment counsellor Claudio Rodriquez will man a display in the lobby of City Hall all week.

On Tuesday, a job search technique workshop will be held featuring guest seakers Linda Randall of the Fort McMurray Chamber of Commerce and Canadian Tire store owner Carlo Weickert.

An Employer Coffee Break is scheduled to take place at Smitty's, Wednesday. Employers are invited to take their morning coffee break from 9 until 10:30 a.m. when students will serve free coffee.

Members of the Odd Job Squad have reserved Wednesday afternoon to demonstrate their abilities. The squad of mostly 12-to-15-year olds has offered to clean windows, sweep floors or generally clean up any business in the Downtown area free of charge.

"It gives them some work experience," Kee said.

However, no one has as yet accepted the squad's offer, she said.

Businesses which place orders through the Hire-A-Student office will be in for a bonus Thursday when the office makes a draw Thursday for two free lunches at the MacKenzie Park Inn, Kee said.

Closing the week, students will participate in the Canada Day people parade on Friday, July 1.

Hire-A-Student is an employment registry for about 500 students in Fort McMurray. The agency pre-screens students for possible employment and will send as many as any employer may wish for interviews.

For more information about Hire-A-Student, call 743-0220.

Next week to promote

Hire Student

Hire A Student offices in Stony Plain and Spruce Grove are celebrating Hire A Student Week June 6 to 10.

Stony Plain Manager Ellen Smith and Spruce Grove Manager Cheryl Hogg will be promoting the week with mall displays, posters and grocery bag flyers, Hire A Student says in a news release.

Grandma Lee's, the Multicultural Centre and Baaco Pizza will have restaurant displays throughout the week.

A Hire A Student poster contest is being held among various Grade 5 classes. The winning artists will receive a gift certificate from either Baaco Pizza or Boston Pizza in Spruce Grove.

Activity in both offices has improved with most university students already placed, the release says.

The real challenge now will be finding jobs for the many high school students who will be finished school at the end of June. Therefore, the main emphasis during Hire A Student Week will be to make people aware of how many jobs these students are capable of doing and how hiring a student will benefit both the employer and the student, the release adds.

Hire A Student

Sylvan Lake:

Watch for the following activities

July 18 - 22

during

Hire - A - Student Week

Monday, July 18
Window wash/sidewalk sweep of local businesses

Tuesday, July 19
Odd Job Squad Day. Students solicit homeowners for odd jobs

Wednesday, July 20
H.A.S. car wash at Gerry's Shell

Thursday, July 21
Odd Job Squad Day

Friday, July 22
H.A.S. sales/ promotions booth at downtown flea market

Feel free to place a job order with us either during H.A.S. Week or anytime in the summer.

Located in Town Office basement **887-2141**

WINDOW WASHING BLITZ

Saturday June 11
9 - 5 p.m.

Only **5¢** per square foot

This event is in conjunction with Hinton

Hire A Student

Week

Call 865-4412 to make reservations for our teams.

Hire A Student plans outlined

by Bernadette Giblin
of our staff

If you can't see out of your windows clearly, you need the Odd Jobb Squad to stop by as they attempt to eliminate Hinton's dirty windows during the Window Washing Blitz.

The Window Washing Blitz is just one of the activities Wendy Rodney has planned to promote the Hire A Student service during Hire A Student Week, June 13-19.

"We're having a grand opening of the Hire A Student office on Monday, June 13. Everyone is invited to drop into the office (in the recreation centre photography room) to find out more about the service," urged Wendy as she addressed the Hinton & District Chamber of Commerce, June 1.

"We're a pre-referral service for students and potential employers. We screen the students to make sure they are right for a job before they are referred to the employer. We've got lots of students looking for work, but not many jobs for them. Most of the students are looking for full time summer employment, but I'm telling them to take two part time jobs instead. The Odd Job Squad take any job which lasts from a couple of hours up to six days," she explained.

"Compared to last year, the numbers show we're in about the same position, it's not much different."

Wendy, her committee and the students challenged the potential employers to a baseball game on Tuesday evening. On Wednesday the elementary schools are invited to participate in a poster contest. If you do your food shopping on Thursday, you will notice a Hire A Student flyer, explaining the service, stuffed in with the groceries.

Hire A Student will also be in the Derby Days parade. And at the Trade Show there will be a day of student labors raffled off.

Tickets are only 10 cents each, Wendy told the chamber meeting.

If you have a job to offer the students or need any information Wendy can be contacted at 865-4412.

Hire A Student

Home and Business Owners:
BE PREPARED!
A student will be knocking at your door

OLDS
HIRE-A-STUDENT WEEK
July 5 - 9

- Find out all about it on Tuesday, July 5
PROMOTIONS DAY
- Get your lawn mowed on Wed., July 6
LAWN MOWING BLITZ
- Dirty windows? Get them cleaned on Thursday, July 7
WINDOW WASHING DAY
- Friday, July 8 is
SIDEWALK SWEEPING DAY
- LEMONADE DAY is Saturday, July 9
FREE coffee in the morning,
FREE lemonade in the afternoon,
courtesy of Olds Co-op

For more information, call Diane at 556-3117, or drop by the office at 5021 - 50th St. (across from the Paint Pot)

STETTLER

Support the upcoming

Hire-A-Student

events

July 20 - Uptown Sidewalk Sweep
July 22 - Bake Sale
July 23 - Rummage Sale

Hire-a-Student Week
Odd-Job Day kicks off

THE ODD-JOB SQUAD waiting for assignments on Monday, Rocky's first odd-job day. Look for the squad again on Wednesday, at the car-wash, Thursday for odd-job day number two, and Friday, for Community Service Day.

Odd-Job Day kicked off Hire-A-Student Week in Rocky on Monday morning with 15 students crowded in the Hire-A-Student office, consuming pop and donuts as fortification for the day's labours.

A day filled with window-washing, lawn mowing and garden weeding and other miscellaneous tasks was anticipated, as three groups of five students each set off knocking on doors, requesting work in any form. All money received for labour is split evenly between the 15 participants.

"These kids are willing to do any sort of work" explained Placement Officer Pam Devereux, "they're eager to get started and looking forward to a full day's activities."

"We're encouraging everyone to remember when they had to scramble to obtain summer work - communities need to support their students so that they can gain important job experience."

Tuesday Odd-Job activities are scheduled in Eckville, where a large student turnout is expected.

Wednesday is carwash day at The Bay parking lot from 10:00 a.m. to 6:00 p.m. where vehicles will become sparkling clean for only $5.00 - interior and exterior; or $3.00 - exterior only.

Thursday is Rocky's second Odd-Job Day. Householders and businesses are encouraged to place their orders early.

Friday is Community Service Day, when students will donate their time and plenty of elbow grease to service clubs and organizations. Groups are invited to submit their job orders as soon as possible.

All students participating in the Community Service Day will receive Certificates of Appreciation from the community and the Hire-A-Student Office.

"There are kids from your block who are willing to do all of your odd-jobs for you" said Miss Devereux.

"Remember, Thursday is another Odd-Job Day in Rocky, so phone 845-4242 with your job orders now.

7. Odd Job Promotions

Letters to the editor. . .

Hire-a-student co-ordinator invites youths to join odd job squad

Dear Sir:

So you're finished school and you don't know what you're going to do with yourself all summer. Why not put yourself to work and earn a few extra dollars?

But how can I do that, you say? Well, Lacombe Hire-a-Student has the answer. Become a member of the odd job squad and job creation program.

The odd job squad is specifically for you students aged 12 to 15 years old. Often employers will not hire you for full time positions, but they are happy and willing to let you try your hands at any odd job that they may have. Typical jobs that the odd job squad might be asked to undertake, are babysitting, window washing, lawn mowing, and cleaning.

As well as being available for odd jobs, you as members of the odd job squad, are encouraged to go out and try to "sell yourselves", and to participate in the job creation program.

The job creation program will mainly take place during hire-a-student week, towards the end of July. Activities such as bake sale, a garage sale, and a participation in the parade and "Celebrate Lacombe Days" are tentatively planned. You will participate in the activities, and any money that is made, is split between those who take part. You and other students are encouraged to organize the activities on your own with help and supervision from me, the centre Manager.

So, why not put a little fun into your summer and make some money at the same time? If you are interested, please contact me, Lee Ann, at L A Realty or phone me at 782-5526.

Lee Ann Duffy
Hire-a-Student Co-ordinator

Sherwood Park

VALUABLE COUPON

GO DIRECTLY TO THE
HIRE·A·STUDENT
CAR WASH

• CARS: $3 • VANS, TRUCKS: $4 • WAX, POLISH: $10

JULY 29th (12-6 pm) JULY 30th (10-5 pm)

SOUTH END OF EASTGATE (NEXT TO ZELLERS)

Students anxious for odd jobs

The Hire-A-Student campaign is now in full swing in Spruce Grove.

"This is Hire-A-Student week and the push is really on," Manager Cheryl Hogg said.

Approximately 200 students have registered with the HAS office and Hogg said between 80 and 100 have been placed.

"I'm expecting more students to sign up," she stressed.

Hogg said she is stressing job creation this year because young people find it difficult to find summer employment at the best of times and during this recession, finding a full-time or part-time job is that much more difficult.

The "odd job squad" will tackle anything: from babysitting and weeding to operating car washes.

"We have had a lot of response from homeowners," she stressed.

As part of Hire-A-Student week, a poster contest will be held among all Grade 5 students in town. The winner will be announced next week.

Anyone interested in the HAS program can contact Hogg at the chamber of commerce/tourist information booth on First Ave. in Spruce Grove.

Sweeping into jobs

The Hire-A-Student office is hopeful its Odd Job Squad will this summer make a clean sweep of casual jobs city and district residents have to offer. Students Duane Dray and David Kowal and Debbie Hochstein, an area co-ordinator for Taber, Cardston, Coaldale and Picture Butte, performed one of the squad's first missions Tuesday when they cleaned 4th Avenue S. from 5th to 9th Streets The squad, hired for this mission by businessmen along 4th Avenue, is aimed at finding work for younger students.

Herald photo

Watch for the Hire-A-Student Odd Job squad — out on Wednesday July 20 to sweep your sidewalks and clean up the streets.
6694C 28-1np

Hi, my name is _____. I'm a member of the odd job squad. I am part of the Hire-A-Student program, and I am willing to do any odd job that you can come up with and that I can handle. I can babysit your plants or your kids. I can mow your lawn or weed your garden. I can wash your windows or sweep your sidewalk. I can . . .

So, next time you have an odd job that you don't have the time to do, give me a call. My number is _____.

HIRE-A-STUDENT

CAR WASH

LOCATION: Tom Boy Parking Lot
DATE: Thursday, July 14/83
TIME: 10:00 - 1:00 2:00 - 5:00
6:00 - 8:00

PRICES: Exterior wash - $4.00
Exterior wash & wax - $6.50
Interior & exterior - $7.50
Complete (Interior & Exterior
Including wax - $10.00
Just interior - $3.00
Armoral - $1.00 extra
CAN ALSO DO LEATHER SEATS

Look for the posters around town &
WATCH
for the 'ODD JOB SQUADS'

School Is Out!

It's time to start anticipating your summer hiring needs.

Do you have any odd jobs?
Call 887-2141.

All students who have not yet registered with H. A. S., and are looking to do so, are encouraged to register as soon as possible.

Hire A Student

Located in Town Office basement
This ad paid for by Sylvan Lake Lions

No job too large

Sherwood Park Hire-A-Student took on a tall task last week during a carwash at Eastgate Mall. Michael Dacnick and Heath Czypienka (on truck) had their work cut out for them but managed admirably. Business was reportedly brisk at the carwash.

8. Office Closing St Paul

Time Is Running Out! The Hire-A-Student Office Will Soon Be Closing!! (August 19)

If you need:

- A BABYSITTER
- YOUR LAWN MOWED
- FARM HELP
- YOUR GARDEN WEEDED
- YOUR FENCE PAINTED
- YOUR CAR WASHED

or just about anything!

Hire A Student Call 645-6019

HAS closes August 12

Hire A Student

by Patricia Leight

I hate to be the bearer of bad news but in this case there is no other alternative. Well, here goes: The Hire-A-Student office will be closing its doors August 12. Hold it! Do not panic just yet. We will be back next summer.

This year was just great. The Hire-A-Student office has done well despite a few minor setbacks. The students were terrific. They willingly gave their time and energy to support the community projects such as the Hire-A-Student Business Week or the Auction Sale. A sincere thank you goes out to those people who supported Hire-A-Student, making it possible for the youth of Fort Saskatchewan to gain the experience that will become a valued part of their future.

I would especially like to thank the sponsors of our poster contest, the participants, everyone who donated time and materials to the Hire-A-Student office, and a special thank you to the Catholic Women's League for their kind donation. Last but definitely not least, I would like to thank *The Record* and Bryant Avery for the opportunity to reach the people of the Fort through this column.

This summer was a great learning experience. I have gotten to know Fort Saskatchewan and have made many new friends. I will always remember my summer as Centre Manager for Hire-A-Student. Thank you again and watch for the opening of the office next summer.

THANKS

TO ALL THOSE WHO HIRED STUDENTS THIS SUMMER:

Ace Vegetables
Alladin Doors & Millwork
Joan Anderson
Shirley Anderson
Linda Andrews
Ann Phillips Ltd.
Gary Ashby
Mrs. Bamford
Mrs. Barkish
Lori Baskin
John Bawgers
Bernie's Trash Stop
Elaine Berndt
Shirley Bentley
Mrs. Bews
Karen Bird
Birchdale Greenhouses
Mr. Birchdale
Sharon Bisson
Peggy Blair
Judy Bolt
Bold Construction Group
Boston Pizza
Ray Boudreau
Jim Boyce
Bramco Construction
John Briggs
Brookmoor Golf Club Cafeteria
Mrs. Brook
Shirley Brown, Jean Bruce
The Bucket
Joan Byron
CJ-Wayne Services
Calgary Sprinter
Mickey Cameron
Canadian Paraplegic Association
Capital Cable TV
Ron Carey
Carrying Industries Ltd.
Tom Carson
Shirley Cassaut
Cato Manufacturing & Sales Ltd.
Betty Clarke
Mr. Clem
Clan Maria Unisex Hairstyling Ltd.
Marilyn Clatt
Club 17 Racquetball Centre
Ann Cobb
Colorfast Photo Service
Coverie Coughlan Real Estate
Diana Conrad
Gwenda Coombes
Mrs. Crewe
D & E Concrete
Dase Enterprises
Dave's Powerskiving
Judy Davidson
Keith Davidson
Mary Jane Davies
Mrs. Dawson
Mr. Dodkin
Mr. Dragone
Duke Marketing
Mrs. Dubeau
Mrs. Dunn
Bea Eady
John Eaglen
Mrs. Dufresne
Eastgate Builders
Mrs. Elliott
Mrs. Elliott
Linda Erlk
Mrs. Elsie Eswrin
Carol Ferguson
Mrs. Fichy
Charlene Fisher
Tim Fitzpatrick
Mrs. Fleming
H. Floyd
Cindy Foster
Janet Foster
Mrs. Fralick
Allan Fowler
Four Seasons Travel
Dr. & Mrs. Frain
Mr. A. Frank
Leslie Frankie
Wally Gabr
Garden Grove Condominium Complex
Gawstar Properties
Robin Glass
Globe and Mail
Mr. Glowatsky
Mr. Goggenheim
Sherrin Gordon
Virginia Gordon
Caroline Grabke
Mr. & Mrs. Greenwood
Maureen Greenwood
Mrs. Grubke
Mrs. Gunther
Mrs. Handel
Judy Harrowfield
Mrs. Hawkett
Wendy Hedlin
Mrs. Hellman
Judy Holliday
Samantha Holland
Barbara Holt
Robert Hoover
Mrs. Hudson
Mrs. Hutchinson
F. Ibrahim
Mrs. Jagic
Mrs. Jenkins
Bob Jenkins
Mr. Johnson
Ralph Johnson
Tennessee Johnson
Linda Johnston
Ray Johnston
Pat Kadlovar
Mrs. Karan
Mrs. Kassen
Mrs. Kearn
Debbie Keeley
Kelly's Stores
Mrs. Kent
Mrs. Keown
Pat Kiernan
Mrs. King
Judy Kirby
Mr. Kirloch
Mrs. Klassen
Laura Kneller
Mrs. Korgaard
Tom Kossegle
Mrs. Kovacs
Mary Kowalchuk
Susan Krysko
Mr. Kwasnycia
Tim Lace
Peter Langford-Jones
Mrs. Lazenby
Legislative Assembly
Mrs. Link
Margot Lawson
Mrs. Long
John Ludlow
Mrs. Luk
Frank and Pat MacDonald
Mr. MacDonald
Nancy Macleod
Mr. MacOver
Magic Touch Holdings Ltd.
Mainbody Sod & Turf Farms
Clarke Marshall
Mrs. Martin
Mastershavers
Neil McCall
Peggy McCall
Mrs. McClure
Brian McDermand
Mr. McDonald
Chris McGaughey
Mrs. McGregor
Mr. McIlvire
I. Mclean
Mrs. McLellan
Don McLeod
Mrs. McMillan
Mr. McPherson
Mrs. Meeker
Daryl Meyer
Janet Mikalakos
Mrs. J. Miller
Mr. C.A. Morin
O.T. Mercer
Mrs. Naomi
Judy Nastanchuk
Movie Man Video
E. Jay Nolley and Associates
Mushroom Man Enterprises
Brad Neal
Mr. Nelson
Newmans Valve
Merv North
No-Wast Homes
Joanne Norman
Mrs. Oakes
Walter Olney
Debbie Orchard
Mrs. Orfaki
Dennis O'Rourke
David Osborne
Mrs. Owens
Mrs. Paggal
Betty Parkes
Elaine Parsons
Mr. Patterson
Sandra Paulish
Mrs. Pearson
Marlene Pels
Perte Test
Steve Peterie
Pesham Industries
Mrs. Pia
Mr. Pelow
Mrs. Pellitt
Warren Penn
Phyllis Peydrak
Sub Said Service Station Ltd.
Sawatsch Energy Systems Ltd.
Rhythm Construction
Mrs. Rice
Mrs. Richardson
Rick's
Mrs. Ripley
Mrs. Roberts
Robin Hood Bakeries
Linda Rocke
Rose's Refreshments
Royal Bank
Royal Canadian Legion
Royal Canadian Mounted Police
Mrs. Ryan
Sacred Heart School
Mr. Sadrudzakai
Mrs. Sandusk
Brian Sackie
Janice Sanak
Susan Sanak
Vikki Sautter
Cheryl Smith
Springan Captions
Sherwood Cerbo
Sherwood Fitness
Sherwood Park Agencies
Sherwood Park News
Sherwood Park Nursing Home
Sherwood Park Paving
Mr. Stevens
Mary Stones
Shelly Swanson
Mrs. Swell
Mrs. Smith
Craig Spencer
Conrad and Tammy Springer
Pat Strawberry
Diana Stunson
Mrs. Sullings
Sue Stevenson
Strathcona County Board of Education
Strathcona Family and Community Services
Mrs. Joan Strathern
Sykes Interiors
Superior Mushrooms Farms
Sweeney Construction
Joanne Sutherland
Sword & Shield Movie Theatre
Teleguider Systems Inc.
Mrs. Thomas
Gene Thorbalsen
Mr. and Mrs. Tomlak
Tombinsky Consulting
Toolcon Industries
Trails End Holdings Ltd.
Don Trenberg
Transal Systems of Canada Ltd.
U-Drive Sod-Mix Ltd.
Mr. Unch
Dean Van Horne
Vanguard Concrete Products
Mrs. Walker
Mrs. Wells
Bill Westin
Bill Wheelers
Angie Wigley
Shirley Williams
Jeanne Williard
Mrs. Wing
Mrs. Wells
Gary Wolkowen
Workout Studio
Mrs. Young
Mr. Younger
Mrs. Zahnek
Mrs. Zak

SPECIAL THANKS TO:

HAS Committee Members
Sherwood Park + District Chamber of Commerce
County of Strathcona
Alberta Manpower
Canada Safeway Limited
Zellers
Eastgate Mall
Brenda Bryce Advertising

HIRE A STUDENT

A Student Summer Employment Program

THE HAS SHERWOOD PARK OFFICE IS NOW CLOSED

Mikael Banick

Charlene Zak

Hire-A-Student thanks you

Hire-A-Student is in its final week of operation. The office doors will be closing on Friday, Aug. 26. This summer has been a tremendous success and I'd like to thank the community of Two Hills and surrounding area for making this possible. The job placement goals for this summer are well over and the students have really appreciated the opportunity to earn some extra money.

I have enjoyed my position as Office Manager and would like to thank all the people who have helped to make this summer enjoyable. They are the many students who have registered with H.A.S. and the many employers who have hired these students to do work for them. I would also like to thank the members of the H.A.S. committee for their ideas and support. I'd also like to thank the Town of Two Hills employees for their help this summer and to Elsie, Mary, and Corene, thanks for the many calls and messages you took while I was busy. And a special thank you to the local newspapers for their coverage throughout the summer.

I hope the Hire-A-Student services have benefited everyone who used them this summer and that you will take advantage of them again next year.

Office Manger
Bev Oscar

THANK YOU

Westlock and District

for supporting

Hire A Student

It has been a true community success.

Bernadette Roska
HAS Manager

Hire A Student

A Student Summer Employment Program

Wish To Thank

the Businesses and Homeowners who supported the Hire A Student Program in their Community

Special Thanks To:

Baaco Pizza
County of Parkland
Grandma Lee's
I.G.A
Multicultural Centre
Parkhouse
The Reporter
Town of Stony Plain
Forest Green School
Memorial Composite High
Boston Pizza
Fuhr Ford Mercury
Spruce Grove Parks & Recreation
Town of Spruce Grove
The Examiner
Queen Street School
Spruce Grove Composite High

Both Offices Close August 12th

Thanks For A Terrific Summer!

Spruce Grove - Stony Plain

H.A.S. placed 133

wed. Aug 10

The Editor:

The 1983 Hire-A-Student program in Fairview ends on Friday, Aug. 12. The program was a great success. A total of 133 students found jobs through H.A.S. There were 146 students registered with us this year.

I would like to thank all those who participated. This includes students and employers. I would also like to thank The Post for their donation of the Hire-A-Student weekly ads and the committee members — Dell Roberts, Greg Woronuk and Ed Kieller — for their support.

A special thank you to Town Manager George Moojelsky [redacted] the town office staff. and

The year was a great success and very enjoyable. Thank you.

Sincerely,
Rita Luken

Local Hire-A-Student offices will close August 12, so if you have a job for students, give them a call today at 837-2657 in Falher or 324-3088 in McLennan.

9. Other

(Newspaper Fillers)

Students available for summer work

by Eleanor Massey

"I'm so glad to have a job when so many students are out of work this summer," said Margo Opdendries, "the money I earn over the summer pays almost all my tuition, books, rent and bills during the school year so I don't need to rely on my parents or a student loan."

Margo is one of the lucky ones, one of the 70 students placed this summer by the Hire A Student Office.

"Students are willing to work for an hour, a day or a week, at anything that needs doing," says Pam Devereux, Placement Officer. "Homeowners and businesses in the Rocky area are encouraged to phone and let us know what their summer-help needs are."

Twenty year old Margo graduated from Rocky High School in 1981 and has lived in Rocky all of her life.

"It's nice that I was able to come home to Rocky and find a summer job . . . instead of having to stay in the city," remarked Margo. A Mount Royal College student in Calgary, Margo hopes to use her Early Childhood Education skills in a local kindergarten or nursery when she graduates. "My summer experience here at the Forestry Administration Office is helping me to understand how governments and businesses operate."

"The students we've hired have all proved very satisfactory . . . this is our busy season and we need the extra help. They are adaptable and seem interested in their work," said Fran Teskey of the Forestry Office. "We're so fortunate to have received funding for four students this year. We have two working at Ranger stations, one at Nordegg and one at Rocky, and two here at the administration office, "We're very happy with their work."

(Testimonial)

(Want Ad)

Employment Wanted

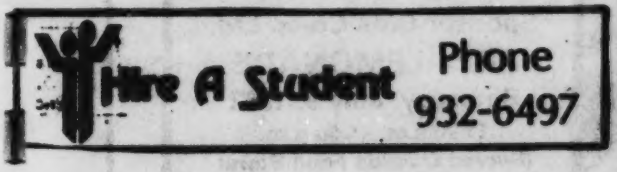
EMPLOYERS — We have students ready to fill your job needs.

Todd is a 2nd year Engineering Student who has construction and landscaping experience.

Janet is a 2nd year student in Computer Science and has worked as a Receptionist and Flag person.

These and other students are enthusiastic to work this summer. For all your employment needs - big or small please contact the

ST. ALBERT
HIRE-A-STUDENT
Office at
459-5669



(Newspaper Filler)

Employers Utilize One Of Alberta's Natural Resources

Hire A Student

Contact Zenovia Sen at 632-6206 Office Hours

Monday - 11:30 a.m. - 4:00 p.m.
Tues., Wed., Thurs. - 8:00 a.m. - 4:00 p.m.
Friday - 8:00 a.m. - 12:30 p.m.
Located at the Canada Farm Labour Pool
2nd Floor of the Post Office
This Ad is sponsored by **RAYDON MOTORS**

(Sponsored Ad)

(Thank You)

The Vulcan Hire-A-Student office would like to thank Dwayne Krauss, Don Schmidt, Sylvia Hunter, Saskia Vandelft, Deanna Schultz, Gord Kwan, Deanne Brown, Tracy Houlton, Jay Wiebe, Dwayne Mix and Wayne Worthington for volunteering to go in the Hire-A-Student dunk tank. We would also like to thank Bruce Daniells for welding services, the Vulcan Volunteer Fire Department for use of the dunk tank and everyone who came out and supported this event.
—Rod Meehan, Hire-A-Student office manager. 49-1x

Hire-A-Student Painting Crew

If you need something painted HIRE the HIRE-A-STUDENT Painting Crew. Call 632-6206. The crew consists of the following from left to right; Debra Cherniawsky, Sylvia Sen, Beverly Hnydyk - Manager, and Cheryl Giebelhaus.
This picture was taken at John Yakimyshyn's farm where the crew did some painting.

(Utilizing free articles to promote services)

Calendar

Olds Optimist July 6

Tuesday, July 5 to Saturday, July 9

- Hire-A-Student Week in Olds. Students will contact home and business owners offering to mow lawns, clean windows, sweep sidewalks, and do other chores. Contact the Hire-A-Student office, 556-3117, for more information.

Hire-A-Student Program
Sponsor Olds Co-op Ltd.
FREE LEMONADE
Saturday, July 9, 1983
11:00 a.m. - 4:00 p.m.
(Served Outside Food Store)

Ketchup
Co-op Tomato, 1.25 L **2.49**

(Tying In With Community Events)

Four $250 value "Grand Prizes" waiting to be won

by Diane Hutchinson

Along with the bargains there will be prizes galore to win at the annual Bonanza Days celebration this weekend.

According to draw organizer Gerry Urlacher, each of the 46 participating merchants is expected to donate a gift valued at approximately $20.

"So far no one has gone under the $20, but several have gone over," he said.

Each merchant who gives a prize will have tickets available on their business premises.

To enter, customers will fill out a ticket and drop it in the central draw barrel, which will be located at the Hire-A-Student booth.

All the prizes will be on display on a flat-deck trailer, located beside the Hire-A-Student display.

Prizes range from sweaters to sleeping bags to hardware items, and much, much more.

Saturday, at 5 p.m., four draws will be made.

Each of the four winners will receive an equal prize, made up of a selection of contributed goods.

The value of each group of prizes is expected to be in the area of $250, according to Urlacher.

Just one more reason to be in downtown Barrhead during the Bonanza Days extravaganza!

Dear Businessmen:

The Spruce Grove Trade Fair will shortly be underway! If your business requires any help during the course of this event, there are many students who can help. Students may be able to assist you at the fair or help out at your place of business.

If you are interested in employing a student during this time, please contact Cheryl at 962-2644. The Hire-A-Student office is located in the Tourist Information Booth and is open Monday through Friday. Office hours, till May 20th, will be noon to 4:30. After this date, the office will be open from 8:30 to 4:30.

Yours sincerely,
Cheryl Hogg
Cheryl Hogg
Office Manager
Spruce Grove Hire-A-Student

May 17, 1983 (Letter to Television Station)

QCTV
Public Service
10538 - 114 Street
Edmonton, Alberta

Dear Sir/Madame:

I have been informed that your company offers free advertisement of programs available to community members and current events occuring in the area. Please consider the following composition from the Barrhead Hire-A-Student office for the public announcement channel for the Barrhead area.

Thank you for your time and consideration.

Yours truly,

Laurie Meier
Centre Manager
Hire-A-Student

(Advertisement for T. V. Station Use)

The Barrhead Hire-A-Student office is now open to serve you. YOU CAN BE AN EMPLOYER! ... Simply by calling Laurie Meier at the Hire-A-Student office in Barrhead. Enthusiastic students can be hired for an hour, a day or a week. If you have any odd jobs around your household or business waiting to be completed just call Hire-A-Student at 674-3341 and qualified students will be referred to you. It is your responsibility to hire the student. If the referrals are not satisfactory to you, the employer, you may cancel your job order. The service is free of charge. Take a break this summer and Hire-A-Student for:

lawn mowing
window washing
painting
gardening
farm help
babysitting
house cleaning

..... Remember you first job? .....

Provide an employment opportunity for a young member of your community. You will both benefit from the experience.

CALL:

Laurie Meier
Hire-A-Student Centre Manager
Barrhead
674-3341

Hours: Weekdays - 10:00 a.m. - 1:00 p.m.
2:00 p.m. - 6:00 p.m.

(Ad Tagging)

(Cancellation die)

(Flyers, shopping bag stuffers, etc.) HINTON

DEAR HOUSEHOLDER:

MY NAME IS _____, AND I AM A MEMBER OF THE ODD JOB TEAM. WE ARE A GROUP OF STUDENTS WHO ARE EAGER TO FIND EMPLOYMENT AND GAIN EXPERIENCE. OUR COORDINATOR IS THE CENTRE MANAGER OF THE HINTON HIRE-A-STUDENT OFFICE WHO IS MORE THAN WILLING TO ANSWER ANY QUESTIONS YOU MAY HAVE.

WE CAN WALK YOUR DOG, DO YOUR HOUSEWORK, CARE FOR YOUR CHILDREN, WEED YOUR GARDEN, WASH YOUR WINDOWS OR LOOK AFTER YOUR HOUSE WHILE YOU ARE ON VACATION. WE ARE WILLING TO DO ALMOST ANYTHING.

TAKE A BREAK AND GIVE A STUDENT THE OPPORTUNITY HE OR SHE NEEDS. IT DOES NOT MATTER WHETHER THE JOB LASTS AN HOUR, A DAY, OR A WEEK. WE ARE WILLING TO WORK.

IF YOU THNK YOU WOULD LIKE TO HIRE-A-STUDENT, GIVE WENDY A CALL OR DROP IN TO THE RECREATION CENTER ON SWITZER DRIVE.

WE CAN DO IT. CALL 865-4412 - DON'T FORGET TO MENTION MY NAME.

Hire A Student

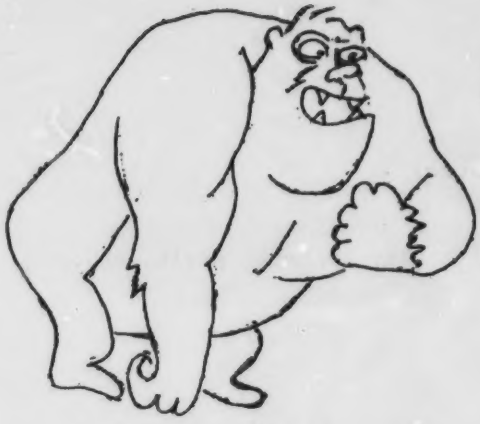
Olds

Hire-A-Student has workers available to do almost anything! When you need a group of workers, call on our "Odd Job Squad," a group of younger students who will do anything from washing windows to lawn and garden care. Our older students can help with any farm work or other chores. Our students include trained secretaries, agriculture students, and students from many other disciplines. They are available on short notice (most vacancies are filled within 48 hours) to do jobs of any duration.

The office is located at 5021-50 St, across from the Paint Pot. Office hours are: 8:30 -12:00, and 1:00 - 4:30, Monday - Friday, until July 29, and 8:00 - 12:00 a.m. from August 1 to 12. Drop by,or give me a call at 556-3117.

Use student energy...Hire-A-Student!

Diane Sargent
Olds HAS Manager



ARE YOU GOING APE OVER THOSE JOBS THAT NEED TO GET DONE?

Don't be - HIRE A STUDENT!

Students who are willing to:

*Babysit
*Wash windows
*Outdoor work
*Painting
*House work

Many more jobs that need to be done too!

PHONE 864-4114! SPWIT River

ARE YOU DOING THINGS THE HARD WAY?

S T O P ! !

HIRE A STUDENT TO HELP!

Students are willing to help do:

**BABYSIT
**WASH WINDOWS
**GARDENING
**LAWN MOWING
**PAINTING
**OUTDOOR WORK
**HOUSE WORK

P H O N E 864-4114!

SHOPPING BAG STUFFERS AND VEHICLE WINDSHEILD PLACEMENTS.

F. Advertising and Promotions Checklist

1. How to Reach Students

- in-school promotions
- school newsletter
- school announcements (P.A. system)
- bulletins sent to students
- posters (at teen centres, pool halls, swimming pools, etc.)
- radio announcements
- newspaper advertisements
- letters or flyers sent out to parents
- special registration days at schools or the Hire-A-Student centre
- distribution of school yearbooks from the Hire-A-Student centre
- flyer in report cards
- signs in school buses
- panel discussions with employers and students
- student union endorsements

2. How to Reach Employers and the Community

- newspaper ads
- posters placed in stores, bulletin boards, offices and schools
- flyers distributed through Post Offices, grocery stores, fuel agencies, milk deliveries, district agriculturists and with utility bills
- introductory letters sent to service clubs, businesses, town councils, clergy
- letters from the president of the local Chamber of Commerce or Board of Trade to members encouraging them to hire students
- visits to employers
- presentations to service clubs and town councils
- radio announcements

- bill board signs or signs in sport arenas, on ice cream sales, bicycles, etc.
- banners in parades or on downtown streets
- special projects such as odd job squads, parades and car washes
- phone solicitations to businesspeople and householders
- grand openings, Hire-A-Student 'open house'
- advertising on restaurant menus, table placemats, etc.
- Hire-A-Student stamp used on grocery bags, brochures, posters, utility bills, etc.
- thank you letters and advertisements at the end of the summer

G. Resource Materials Available to Hire-A-Student Centres

1. From the Alberta Manpower Hire-A-Student Resource Section

- 1984 Hire-A-Student Handbook
- Thank-you cards and envelopes
- Hire-A-Student letterhead and envelopes
- Certificates of appreciation
- Hire-A-Student posters, 8 1/2" X 14", 11" x 14" and 18" x 24"
- Pamphlets - "It's Good Alberta Business to Hire-A-Student"
  "Seeking Summer Employment Sensibly"
- Reference materials (information on Employment Standards and Human Rights legislation, post-secondary education programs)
- Alberta Hire-A-Student 1984 Job Search Information Service Guide
- Mini Guide to Job Search Information
- Tent Cards

2. From Local Canada Employment Centres and Regional Office

- Posters - 11" x 14" and 18" x 24"
  - "Odd Job Squad"
  - "So You Are Applying For A Job"

- "Hire-A-Student"
- "Help Yourself to the Best"

- Business Cards
- Buttons - "Hire-A-Student"
- "Odd Job Squad"
- Lapel Pins
- Pamphlet for Householders
- Hire-A-Student display (order through Area Coordinator)
- Hire-A-Student newspaper fillers
- Student registration cards
- Employer's order form
- Employer visit report form
- Social insurance number kits
- Employer's order book (Order Registry)
- Statistical reporting forms

Details Of Managing A Hire·A·Student Office

VI. DETAILS OF MANAGING A HIRE-A-STUDENT OFFICE

A. Office Organization

The organization of your office is an important consideration. Keep it orderly, bright and attractive. You want students and employers alike to feel comfortable when visiting the centre.

Following are some ideas you may find helpful in setting up your office. Try new ideas as well. If they work be sure to tell your resource people!

- ensure public awareness of the office location by placing a Hire-A-Student poster with hours of operation and phone number on the closest wall, window, or door outside the office.
- no matter what size office you have, there is always room on the front of the desk or the wall or pillar behind your chair to put up posters. Display ready made posters (i.e. career posters such as "Is There a Future in Your Future") or better yet, show off the prize winners from your own poster contest.
- use large pieces of bristol board and design your own 'how to. .' posters. A poster on "How to Fill out a Student Registration Card" not only looks attractive, but is a time saver if you have a number of students registering at once. Put blank registration cards and tied down pens beside the poster so students can begin completing the form if you are busy.
- for both your own and student reference, it's a good idea to post a copy of "Employment Standards" near your desk. If an employer calls in to place an order below minimum wage, having the bulletin close at hand lets you read the exact wording of the regulation to him/her. This prevents misunderstanding.
- place reference pamphlets on your desk, an empty table or on a pamphlet stand for easy access for students and employers coming into the office. Include materials on post-secondary education programs, federal and provincial student programs, job search

techniques, employment standards, human rights, student services (i.e. hostels, clinics), and maps, bus routes and schedules.

- locate an inexpensive cork board to place on your wall. Post active job cards on the board so the students have an idea of what types of jobs are available through Hire-A-Student. (Note: be sure the employer's name is not on the card). You could also set aside a corner of the cork board for the name of an employer or student of the week (i.e. the student most active in the 'local odd job squad', etc.).

B. Files

You provide efficient service when you are well organized. This is easy to do if you set up and maintain a filing system for student registrations, employer's order forms, job referral notices, and employer visit forms.

You don't need standard filing cabinets to do this, but can use any container (i.e. cardboard boxes, ring binders, recipe boxes, etc.) that will answer your needs. Further, the complexity of your filing system is dependent on the number of student registrations and employer's orders handled through your office.

Former Hire-A-Student staff originated the ideas listed below. Again, the rule is to use one or any combination of these ideas, or develop new ones that will make it easier for you to access the information in your files.

1. Student Registration Cards

These should be filed alphabetically. They also can be catagorized as active (looking for work) or non-active (placed or not looking for work).

You may want to note if the student is at the post-secondary or secondary level on the top of the right hand corner of the card,

or any other information required for month-end statistics.
When putting notations on the top right hand corner, try using a different colored ink for each month. This makes it easier to count new registrations at the end of each month.
You can also maintain a separate list of student names and telephone numbers for those interested in casual labour (i.e. babysitting, lawncutting). This is handy for rush orders.

2. Employer's Order Forms

These can be broken down as follows:

- numerical (job order number 1, 2, 3 . . .)

or

- new orders/closed orders (i.e. cancelled and/or filled)

or

- casual orders/regular orders

or

- occupation (i.e. babysitter/labourer/cook . . .)

or

- orders requiring referrals/orders with referrals.

3. Referral Notices

Staple the middle of the referral notice to the employer order form (the top and third copy are given to the student you refer)

or

place the referral notices chronologically from most recent back.

4. Reports of Employer Visits

File each report (see sample on pages 33 and 34) alphabetically according to the name of the business.

C. Records

As the summer progresses, you will need to refer back to what happened, and when. For example, you might want to know what day you

put up posters, when an employer phoned, or what employers supported Hire-A-Student by providing free advertising. You will also want to leave adequate information for future Hire-A-Student staff. A good rule of thumb for setting up your records is to include the kind of information that you found useful when you started work.

The following breakdown will give you an idea of the information to include. To keep everything intact, past student staff have used a three-ring binder organized into the sections listed below.

1. Log Book

Your log book should be a handy record of your daily Hire-A-Student activities, including comments and recommendations. For example:

May 7 - First day in the office. I organized the office, put up some posters and began reading through the records kept by past student staff.

May 8 - Today I spent two hours at the high school. I received permission from the principal to set up a desk in the main hallway and take student registrations. I received five. Next time I will get someone to announce over the intercom where I will be and when, and also place posters on the bulletin boards with this information so more students are aware that I am there.

It is easy to forget details, so make an effort to regularly record dates, addresses and phone numbers of contacts, and other important information in your log book. You will need this information to arrange repeat activities, prepare reports, and verify what has happened.

2. Correspondence

Keep copies of letter sent (i.e. to employers, service clubs, etc.) and those received.

3. Reports

Retain a copy of your monthly written, financial and statistical reports and the year-end final report. Be sure each one specifies the month, year and town/city name. (eg. Nanton May 1984 Monthly Report, St. Albert 1984 Final Report, etc.)

4. Publicity

Collect the newspaper articles, advertisements, flyers, handouts, and/or pictures of the Hire-A-Student promotional activities you arranged during the summer. Indicate the date and the results or drawbacks. (e.g. "This is a copy of the opening ad for the office. It was placed in the May 17 paper. Next year it should be placed a week earlier so that it doesn't fall on the long weekend when people are out of town and not reading the paper").

The publicity section is a good reference for you when writing monthly reports. It is also an excellent source of ideas on how to set up an effective promotional campaign for future Hire-A-Student staff.

5. Financial Records

Hire-A-Student Committees receiving direct dollar support from the provincial government must ensure that a financial statement is submitted to the Hire-A-Student Resource section by the fifth working day of each month.

The centre manager is responsible for keeping up-to-date financial records so that both the committee and the Hire-A-Student Resource section know what resources are necessary for Hire-A-Student operations. This allows them to plan properly, and ensure that adequate dollars are made available for the following year's program.

Monthly financial statements are easy to do if you:

- ask your committee for an explanation of the provincial

funding agreement, especially with respect to budget item allocations.

- find out from your committee how they want you to record financial information.
- find out from your committee who the 'legal entity' is (i.e. who holds the Hire-A-Student funds in trust for the committee). The legal entity can be a City, Town, County or Municipal District office, Chamber of Commerce or another service club.
- find out if there is one Hire-A-Student account or two (i.e. some centres have the legal entity hold the provincial funding support monies but set up a separate bank account for cash received from other sources).
- arrange a meeting with the representatives of the legal entity to develop a system that is convenient for both of you (i.e. how and when to submit bills, receipts, time sheets, etc; how to record petty cash; how to set up your records).
- know that the legal entity may be unable to provide information at the time you need it. For example, their accounting system may be set up to summarize July expenditures on August 10th, but you need the information by August 7th. As well, the legal entity often provides resources that are not charged to Hire-A-Student, but are in fact a donation to the program. Ask them how you should handle these kinds ofcases.
- note that your committee, together with the legal entity, must submit a year end financial statement by September 30th of each year, detailing that summer's expenditures. Make their job easy; ensure that they understand the system you used for the monthly statements.
- <u>immediately</u> record anything anyone gives you (i.e. dollars, paper, pens, advertising, etc.). This will also serve as a reminder to write a thank-you when your office closes. This

information is recorded on page 2 of the monthly financial statement.

Your job will be easier if you understand what the terminology means. Following are definitions specific to Hire-A-Student operations. Check with your committee to see if these definitions fit your local operations:

- financial statement: a report that tells where your resources (revenue) came from, and how you spent them (expenditure).
- resources: these can be either cash revenue, or donations in kind.
  - . cash revenue is actual dollars, cheques or money orders received by Hire-A-Student (i.e. a service club gives you a $15.00 cheque)
  - . expenditure for cash revenue means how you spent these dollars. For example, you pay $30.00 for an advertising expense. Your wages and employee benefits are also cash expenditures
  - . donations in kind are items you don't get billed for. This can be sponsored advertising, telephone and utilities, office space, supplies, etc.
- opening balance: on the first statement you do, this will be any money left over from last year's operations. Thereafter it will be the "net" from the previous month's statement.
- surplus/deficit: if your revenue is greater than your expenditures, (i.e. you've got money left over) then there is a 'surplus'. If your revenue is less than your expenditures, then you have a 'deficit' or 'loss', and put brackets around the final total.

You may find it easier to keep separate records for cash revenue and for donations. The next two pages provide a suggested format for a two page monthly financial statement. Be sure to show it to your committee to see if the format is acceptable to them.

MONTHLY FINANCIAL STATEMENT

CASH REVENUE AND CASH EXPENDITURES

_____ HIRE-A-STUDENT FOR THE PERIOD _____ TO _____, 1984

OPENING BALANCE		_____
REVENUE RECEIVED DURING THIS PERIOD		
Alberta Manpower	_____	
Chamber of Commerce	_____	
Town Council	_____	
Other (Specify)		
_____	_____	
_____	_____	
_____	_____	
TOTAL REVENUE		_____
EXPENDITURES DURING THIS PERIOD		
Wages	_____	
Employee Benefits	_____	
Employee Travel Expenses	_____	
Advertising	_____	
Miscellaneous (specify other expenses for which dollars were paid out of the Hire-A-Student account)		
_____	_____	
_____	_____	
_____	_____	
_____	_____	
TOTAL EXPENDITURES		_____
NET (opening balance plus total revenue minus total expenditures)		_____

* Net becomes the Opening Balance for the next month's financial statement.

MONTHLY FINANCIAL STATEMENT

DONATIONS RECEIVED

_____ HIRE-A-STUDENT FOR THE PERIOD _____ TO _____, 1984

NAME OF DONOR	WHAT WAS RECEIVED

Page 1

MONTHLY FINANCIAL STATEMENT
CASH REVENUE AND CASH EXPENDITURES

Yourtown HIRE-A-STUDENT FOR THE PERIOD May 3 TO May 31, 1984

OPENING BALANCE		0
REVENUE RECEIVED DURING THIS PERIOD		
Alberta Manpower	$1,900.00	
Chamber of Commerce	$ 50.00	
Town Council		
Other (Specify)		
TOTAL REVENUE		$1,950.00
EXPENDITURES DURING THIS PERIOD		
Wages (40 hrs. x $3.80/hr.)	$152.00	
Employee Benefits		
Employee Travel Expenses	$ 10.00	
Advertising	$ 30.00	
Miscellaneous (specify other expenses for which dollars were paid out of the Hire-A-Student account)		
Postage	$ 3.00	
TOTAL EXPENDITURES		$195.00
NET (opening balance plus total revenue minus total expenditures)		$1,755.00

* Net becomes the Opening Balance for the next month's financial statement.

Page 1

MONTHLY FINANCIAL STATEMENT
CASH REVENUE AND CASH EXPENDITURES

Yourtown HIRE-A-STUDENT FOR THE PERIOD June 1 TO June 30, 1984

OPENING BALANCE		$1,755.00
REVENUE RECEIVED DURING THIS PERIOD		
Alberta Manpower		
Chamber of Commerce		
Town Council		
Other (Specify)		
Kinettes Club	$40.00	
TOTAL REVENUE		$40.00
EXPENDITURES DURING THIS PERIOD		
Wages (4 wks x 15 hrs/wk x $3.80/hr.)	$228.00	
Employee Benefits		
Employee Travel Expenses		
Advertising	$45.00	
Miscellaneous (specify other expenses for which dollars were paid out of the Hire-A-Student account)		
Material for Parade	$ 40.00	
Postage	$ 2.00	
Printing Flyers	$ 15.00	
TOTAL EXPENDITURES		$330.00
NET (opening balance plus total revenue minus total expenditures)		$1,465.00

* Net becomes the Opening Balance for the next month's financial statement.

Sample of Completed Monthly Financial Statement - Cash Revenue and Cash Expenditures

Page 2

MONTHLY FINANCIAL STATEMENT
DONATIONS RECEIVED

Yeartown HIRE-A-STUDENT FOR THE PERIOD May 9 TO May 31, 1984

NAME OF DONOR	WHAT WAS RECEIVED
Town Office	Office Rent
Yeartown monthly paper	2 free ads
Hill's Sports	Gift Certificates

Page 2

MONTHLY FINANCIAL STATEMENT
DONATIONS RECEIVED

Yeartown HIRE-A-STUDENT FOR THE PERIOD June 1 TO June 30, 1984

NAME OF DONOR	WHAT WAS RECEIVED
Travis	2 Dinners

Sample of Completed Monthly Statement of Donations Received

If not, get specific instructions from them on how to keep these records. Note that you can have the same items on both pages. For example, while the bulk of your office supplies will be donated, you may have to buy special items during the summer. It is also quite common to have the telephone donated, but to have to pay any long distance charges.

To help you complete your financial statement, sample statements are on pages 139 and 140. If you run into problems, check with the Hire-A-Student Resource section at 427-0115 (call collect). If you develop a better system, be sure to let us know.

6. Newsletters

Retain copies of both province-wide and local newsletters. These copies will help future Hire-A-Student staff with ideas about things to try and the kinds of contributions they should make to the newsletters.

- "The Connection" is a student newsletter edited and compiled by Canada Employment and Immigration Commission in Edmonton. Five monthly issues are published each summer, distributed to all the Hire-A-Student offices in Alberta and the Northwest Territories, and shared with other Regions and National Headquarters in Ottawa.

  The newsletter is used as a vehicle of communication to get acquainted, share ideas, experiences, problems and solutions. The newsletter works only through contributions from the Hire-A-Student centres. Articles and black and white photographs are always welcome. They should be directed to the attention of the Editor, "The Connection", Public Affairs, Canada Employment and Immigration Commission, 5th Floor, 9925 - 109 Street, Edmonton, Alberta T5K 2J8 (telephone: 420-2381).

  More information about submissions will be forwarded at the

beginning of the program.

- a second newsletter is compiled by your area coordinator. This newsletter is intended to keep staff up to date on Hire-A-Student activities in their own areas.

  Input from the centre managers could include such things as activities tried, events coming up, helpful tips or suggestions, advertising samples, etc. The area coordinator could add business matters, a checklist of monthly activities, important announcements, and reminders of deadline dates. Responsibility for writing the newsletter can be handled by the area coordinator, split among the centre managers, or whatever. It is a chance to share successes and failures, and to get to know your co-workers better.

D. Written Reports

Each Hire-A-Student office collects information on activities, and prepares reports on program results. Hire-A-Student staff should familiarize themselves with the following reports and note the activities they must keep track of.

1. Monthly Report

- the monthly report should summarize your office activities and problems and make recommendations. These reports are most important in providing ideas and direction to committees, resource staff and future Hire-A-Student staff.
- by the fifth working day of each month (June, July, August) a copy of your report should be submitted to both the Hire-A-Student Resource section (10363 - 108 Street, Edmonton, Alberta T5J 1L8) and your committee chairperson. Retain a copy of each monthly report for your office records.
- the information for the monthly report can be obtained from your daily log book and publicity book (see Records section).

The report should include a monthly financial statement (see pages 137 to 140), a copy of the monthly statistical report, and a narrative report including comments on successes, problems, or recommendations related to:

- employer visits (include list of businesses visited)
- in-school promotions (indicate how many schools in town, and which of those were visited)
- service club presentations
- job creation projects (indicate the type of activity, the number of students involved, and your evaluation. (See report example on the next page.)
- public relations and the timing of these activities. This can be easily recapped on a publicity sheet as follows:

> **Publicity Sheet**
>
> - May 8, letters of introduction and presentation outlines were sent to prospective service clubs and appropriate teachers.
> - May 11, H.A.S. opening article and picture (myself, two Chamber of Commerce executives)

Remember to attach samples of your ads, flyers, etc. Please send originals to the Hire-A-Student Resource section, so they may be duplicated for next year's handbook

- activities you have shared with the Hire-A-Student committee (i.e. meetings, office visits, joint employer/community visits)
- areas in which you require further assistance
- your recommendations (local and/or provincial)

STONY PLAIN JOB CREATION 1983

Type of Job Creation Activity: Main Street window-washing service.

Date and Length: July 21, 1983 10:00 a.m. - 4:00 p.m.

Number of Students Involved: Two students, aged 13 and 15.

Number of Businesses Served: Seven businesses were serviced on Main Street with several other businesses asking the students to come back next week.

Profits: Hire-A-Student bought vinegar for $0.90 and paper towels for $2.78 out of our kitty money. All donations received went to the two students.

Breakdown:

Toys for Tots	$ 7.00
Tumbleweed's Jeans	$20.00
The Reporter	$25.00
McLeods	$15.00
M & T Family Apparel	$ 6.00
Bank of Commerce	$10.00
Marshall Wells	$ 3.00
	$86.00

Therefore, each of the two students received $43.00 for the window-washing service.

Evaluation: The idea of window-washing was basically a promotional activity, not a money-making ideas but as it turned out, it was a very successful money-making idea. The two students were hard-working and capable. They took the initiative in approaching the merchants and they were also able to work with a minimum of supervison so I was able to help them and also attend to office work. I was especially pleased at the positive response we received from the merchants. The felt that window-washing was something they disliked to do, so they were willing to pay the students to do it for them. Placing the sandwich boards on either side of the area we were washing also showed people that it was Hire-A-Student washing windows, not the business's staff. The students also had the businessmen inspect the windows and then would collect the money. I had hoped the students would receive donations of $2 - $5, but they did much better than that. One recommendation for next year would be to do it the first week in July to really advertise Hire-A-Student. I would definitely recommend trying the window-washing service again next year.

Squeegees borrowed from: M & T Family Apparel
Gulf Service Station (on tracks)

Flyer to Businesses:

Hello!

The purpose of the main street window-washing service is to show that Hire-A-Student is active in your community and also to give an example of the capable, and enthusiastic students willing to work for you.

All window exteriors facing main street will be washed. This service is <u>free</u> or, if you wish, a small donation may be given to Hire-A-Student. This donation will serve as wages for our window-washers. Our students are also available to wash residential windows for a small fee.

Support Hire-A-Student in Stony Plain and have the cleanest windows in town!

- other suggestions you might find useful when preparing reports are to:
  - set aside a specific day every month to prepare your report. You may wish the completion of this report to coincide with the monthly statistics report
  - keep a file for observations and notes that could be of interest

2. Final Report

- when Hire-A-Student offices close, a final report is submitted to the committee and the provincial Hire-A-Student Resource section. This report will influence 1985 operations, so make it as detailed as possible regarding your office successes and failures, and put in all your recommendations. If you have time, it's a good idea to provide a summary sheet listing the recommendations.
- your report should include:
  - name of village, town or city
  - name of centre manager, home address and phone number
  - name of Hire-A-Student staff and year of education
  - location of office
  - dates and hours of operation (full and part-time)
  - location of 1984 files
  - committee contact for 1985 (name, address, phone number). Confirm this contact and ensure that they are willing to receive the 1985 funding support applications
  - using the monthly report headings (i.e. employer visits, service club presentation, etc) as a guide, summarize and evaluate your activities, and provide comment and/or recommendations on each area
  - final statistical report
  - the August financial report
  - comment on Handbook

- comment on province-wide supplies
- comment on the province-wide and local newsletters

E. Statistical Reports

Your monthly statistical reports are an important part of your office activities. They can help you:

- keep track of orders, registrations and referrals to ensure that nothing is lost or forgotten
- assess the effectiveness of your publicity/employer visit campaign
- determine whether you are reaching the student population
- understand economic conditions in your area
- evaluate the viability of the program in your centre.

Statistics should be done on a weekly basis. This makes balancing at month end much easier, and provides the information required on a weekly basis for your log book.

Providing information about the amount of work that comes up on a weekly basis will help next year's centre manager plan more effectively. If you are busy with students or employers in a given week, your statistics will tell you so, and it is likely that your successor will experience the same in the future. Further, statistics indicate if opening an office earlier is viable, and can help to determine cut off dates for program operations.

View your statistical work as a method of keeping track of your office operations and planning for the future, and it will be time well spent.

Detailed definitions, exercises and further information on statistics is available in the federal government's "Training Guide for Hire-A-Student - Alberta/NWT Region - 1984" distributed to area coordinators. Your coordinator will use this guide to explain how to complete the monthly statistical reports required by your Canada Employment Centre. You also provide copies of the monthly statistical reports to your committee chairperson and to the Hire-A-Student Resource section in Edmonton.

The following information on two of the above forms is included in this Handbook for your on-going reference.

1. TC-70 Form

This report (see next page) shows activities in your office under certain categories or units of business for the month you are filling out the report.

The figures for the units of business are taken directly from your order register, for activities which took place in a given month.

It is very important that you balance these figures prior to entering them on the documents. Balancing ensures that you have accounted for all your orders and not misplaced any, and that your report is accurate.

Following are the two formulas which must balance each month:

- previous month vacancies at month-end regular (PLUS) regular vacancies notified this month (MUST EQUAL) regular placements (PLUS) transfers in regular (PLUS) regular vacancies cancelled (PLUS) regular vacancies at month-end.

- previous month's vacancies at month-end casual (PLUS) casual vacancies notified this month (MUST EQUAL) casual placements (PLUS) casual vacancies cancelled (PLUS) casual vacancies at month-end.

Once these equations work, the figures are correct and should be submitted to your area coordinator on the exact date specified for each month.

2. The EMP 2343

Each month you will need to provide the following information to your area coordinator for compilation on the local CEC EMP 2343 - Report of Registered Clients and Vacancies.

(a) Registered clients without employment (male)
Registered clients without employment (female)

UNITS OF BUSINESS

1 T.C.	3 OFFICE	7 Mth.
710	1 1 1	1

DATE _____ OFFICE _____

MANAGER'S SIGNATURE _____

SUB-SYSTEM	fdsu 9	fdsu 10	STAT CO 11	VOLUME 15
Regist M P-Scdy			8,2,5,0	
Regist M Scdy			8,2,5,1	
Regist F P-Scdy			8,2,5,2	
Regist F Scdy			8,2,5,3	
Revive M P-Scdy			8,2,5,4	
Revive M Scdy			8,2,5,5	
Revive F P-Scdy			8,2,5,6	
Revive F Scdy			8,2,5,7	
Reg Plac M P-Scdy Pub			8,2,5,8	
Reg Plac M P-Scdy Priv			8,2,5,9	
Reg Plac M Scdy Pub			8,2,6,0	
Reg Plac M Scdy Priv			8,2,6,1	
Reg Plac F P-Scdy Pub			8,2,6,2	
Reg Plac F P-Scdy Priv			8,2,6,3	
Reg Plac F Scdy Pub			8,2,6,4	
Reg Plac F Scdy Priv			8,2,6,5	
Cas Plac M P-Scdy Pub			8,2,6,6	
Cas Plac M P-Scdy Priv			8,2,6,7	
Cas Plac M Scdy Pub			8,2,6,8	
Cas Plac M Scdy Priv			8,2,6,9	
Cas Plac F P-Scdy Pub			8,2,7,0	
Cas Plac F P-Scdy Pri			8,2,7,1	
Cas Plac F Scdy Pub			8,2,7,2	
Cas Plac F Scdy Priv			8,2,7,3	
TO M P-Scdy Pub			8,2,7,4	
TO M P-Scdy Priv			8,2,7,5	
TO M Scdy Pub			8,2,7,6	
TO M Scdy Priv			8,2,7,7	
TO F P-Scdy Pub			8,2,7,8	
TO F P-Scdy Priv			8,2,7,9	
TP F Scdy Pub			8,2,8,0	
TP F Scdy Priv			8,2,8,1	
Vac Canc Casual			8,2,8,2	
Vac M/E Casual			8,2,8,3	
Vac Canc Regular			8,2,8,4	
Registrations Canc			8,6,0,0	

SUB-SYSTEM	fdsu 9	fdsu 10	STAT CO 11	VOLUME 15
Employer Visits			9,5,3,9	
Reg Vac Notified			9,5,8,5	
Cas Vac Notified			9,5,8,6	
T.I. Regular			9,6,2,4	
Def Vacs M/E Regular			9,6,2,5	
Vacs M/E Regular			9,6,2,6	
Referrals			9,6,3,0	

This is the number of students registered without employment in your active files on the cut-off date for statistics.

(b) Registered clients with employment (male)
Registered clients with employment (female)

This is the number of students registered with employment already (and looking for a different and/or additional job) in your active file on the cut-off date for statistics.

(c) Registered Vacancies Monthly

This figure is the same one that you enter on the TC-70 as 'Vacancies M/E (ie. month end) Regular'.

(d) At the end of June, the age count on page 1 of the EMP 2343 is filled out as per the instruction given by your area coordinator.

In all cases submit this information to your area coordinator. Use the same cut-off date for this form as for the TC-70.

3. Job Creation Statistics

Hire-A-Student centres are required to account for placements resulting from their own job creation projects. Usually these placements take the form of a number of students working for an afternoon at a car wash or on a clean-up squad. The next page shows a sample job creation statistical record.

These statistics only have to be reported once, at the end of the summer, and should be sent directly to the Hire-A-Student Resource section in Edmonton.

The information gathered for the Job Creation Statistical Record must not be transferred to the TC70.

F. Forms

Your local Canada Employment Centre will provide all 1984 forms - and an area coordinator to detail how to complete them.

However, some centres are operational prior to centre manager training

_____ HIRE-A-STUDENT 1984

JOB CREATION STATISTICAL REPORT

Date	Duration of Project	Number of Students Employed	Activity	Total Monies Earned	Comments

sessions. To help this staff, following are some notes on each of the four forms used by Hire-A-Student.

1. Student Registration Card

Students looking for summer employment register with the Hire-A-Student offices by completing the student registration card (see sample on pages 154 and 155). Use the following checklist to ensure that the card is completed properly.

- Last and First Names
  - . first and last names should be legible
  - . have the student underline the name he/she uses
- Social Insurance Number (SIN)
  - . anyone, of any age, can apply for a social insurance number (SIN) which they keep for the rest of their life
  - . while employees 16 and over must have a SIN, encourage the younger student to apply for one as well
  - . application forms can be obtained from a Canada Employment or Hire-A-Student centre
  - . the SIN is required to ensure that students have either obtained or applied for a number. It can be placed on the referral notice as some employers copy directly from this onto payroll records
  - . remember, if the SIN begins with a significant number 9, then that person is not entitled to use Hire-A-Student services without written permission from a Canada Immigration Centre
- Address and Telephone
  - . you will no doubt be contacting the student at some time, so make sure this is filled out
  - . note that the 'second contact number' is the telephone number for a person who has agreed to take telephone messages for the applicant
- Height
  - . indicate the height of client, preferably in metric measures

- Date of Birth
  - . it is not unusual for students to put the current year in by mistake
  - . it is important to know the student's age when the job entails a minimum age requirement according to Employment Standards or other legislation.
  - . if a student looks extremely young for the age registered, ask if he/she is eligible to work under the Employment Standards Act. Many people are unaware of the law, so you could comment on the Employment Standards legislation applicable to persons under 18 years of age
- Sex, Native Status, Disability To Consider
  - . ensure that these are filled in by the client
  - . these questions are asked under the authority of the Parliament of Canada, and are not intended to discriminate. They are required to gather statistics and to plan for positive employment strategies
- Are You Legally Entitled to Work in Canada
  - . this space refers to the student's status in Canada
  - . Hire-A-Student can legally refer only Canadian citizens, landed immigrants, or students with working visas to jobs
- Education
  - . this item is important for some government programs and occasionally private industry
- What Year or Grade . . .
  - . a numerical response on the basis of enrolment next September.
- Name of School
  - . name of school they attended during the past term
- Availability
  - . indicates the student's availability for work, in terms of full or part-time, weekend, shiftwork, the hours available, the dates available, and whether they are interested in odd jobs (casual employment)

- Types of Summer Jobs Preferred
  - ensure that the student is specific
  - try to differentiate between what the student wants and what the student can do and will take. Consider employment interests in relation to geographic location, transportation, hours available, casual work, etc.
- Transportation
  - be sure the student completes this section because some employers ask that the client possess their own transportation
- Driver's License
  - if the answer is yes, put the class of license on the form
- Typing Speed, Shorthand Speed
  - numerical responses based on the student's own assessment or tests taken at school or through other agencies
- Special Skills, Certificates
  - note any licenses, certificates of accomplishment, or special courses at school that will help you find employment for the student (eg. first aid certificate)
- Name of Business, Describe Previous Work, How Long, What Year
  - the student should put down specific jobs held over a period of time and general kinds of casual jobs he/she has held (eg. lawn mowing, babysitting). Volunteer experience can also be listed
- Date and Signature
  - it is important that the student date and sign his/her registration card to verify that the information provided on the form is accurate. Unfortunately, students may provide false information, especially about their age, and you may make an improper referral based on the misinformation. A signed registration card leaves you clear
- the back of the form notes it is for office use only. Use the top half to add pertinent information which does not appear on

the front of the form. Be sure that everything written is factual, and that the comments relate only to the student's employability

- the bottom section on the back is used to note referrals to employment for that student

Student Registration Card (front)

Last Name: WILLSON
First Name and Initials: Tracey
Social Ins. No: 631 161 256 161
Address: Residence: 202 - 14612 - 111 St.
Mailing: Same
Telephone Number: 463-0333
Secure Content No: 465-0544 (mcm)
Languages: English — Speak [X] Write [X]; French — Speak [ ] Write [ ]
Height: 5'10"
A) * [X] Male [ ] Female; Date of Birth: Day 10 | Month 09 | Year 60
B) * Status Indian, Inuit, Metis or non-status Indian: [ ] Yes [X] No
C) * Disability Handicap You Wish Considered ►

Are You Legally Entitled to Work in Canada? [X] Yes [ ] No
Education: [ ] Elementary [ ] High School [X] Post Secondary
Major or Course of Study ► English
What Year or Grade do you expect you will be attending next academic year ► IV
Name of School or Institution you are now attending: University of Alberta

Availability for Work

Summer	Hours Available	Dates Available (Day, Month)	
[X] Full Time	8-6	From June 1	Odd Jobs
[ ] Part Time		To August 31	[ ] Yes
[ ] Work Both		From	[X] No
[ ] After School Part Time		To	

Types of Summer Jobs Preferred: 1) Secretarial 2) Research 3) Recreation-oriented
Transportation: [X] Use of Car [ ] Bicycle [ ] Train [ ] Other (Specify)
Driver Licence [X] Yes [ ] No: Class 5
Typing Speed ► 75 Shorthand Speed ► 65
Special Skills, Certificates, Hobbies, Machines Operated, Leadership Experience, Etc: Parliamentary procedure club.

Name of Business or Organization	Describe Previous Work (Duties or Occupation/Volunteer Experience)	How Long	What Year
Seneca Management Group	Executive Secretary - minutes/letters	1 year	1978/9
Alberta Temp. Stf. Service	Temporary Secretary - worked in various off.	3 sums.	79/81
Alberta Parl. Procedure Club	Secretary-Treasurer (Volunteer)	4 years	76+

* These questions are asked under the authority of Section 139 of the U.I. Act. Questions (A), (B) and (C) are for statistical purposes. In addition question (B) is to identify native students who may wish to be considered for special programs and services designed for natives; question (C) is to identify students who may wish to be considered for programs which have special measures for the disabled or handicapped.

Employment and Immigration Canada — Emploi et Immigration Canada — STUDENT REGISTRATION
Date: June 1, 1981 Signature: Tracey Willson
EMP 2837E (11-81)

Note: Be sure that the card is dated and signed.

FOR OFFICE USE ONLY •

REFERRALS

DATE	COMMENTS AND ADDITIONAL INFORMATION	INITIALS
01/06	Dressed in a two-piece suit. Answered all questions.	
	Stated "I am eager to work"	
	Note: Comments should be observations,	
	not value judgements.	

DATE	ORDER NO.	EMPLOYER	OCCUPATION	RATE	REF. BY	RESULT
01/06	01	AXL MANAGEMENT	SECRETARY	5.66/hr		Note: Be sure to complete this section each time you refer a student. It provides an accurate record if the student uses your service again.

2. Employer's Order

When an employer gives you a job order, you will want to get all the information you can to properly refer qualified students to that job. To ensure that all necessary information is recorded, complete a copy of the employer's order form as the employer describes the job, student qualifications and other details.

a) The Employer's Order - EMP2677 (8-79) MAN 1185 is shown on pages 158 and 159. Terms used on it are as follows:

- Ind Code (Industrial Code)
  - mark in this space either public or private as applicable to that employer's business
- Order Number
  - starting with 1, number each employer order that your office receives
- Occ Code (Occupational Code)
  - not used
- Date
  - record the date the order was received. Use day, month and year numbers (i.e. 08/05/84)
- Title
  - general name for the job being offered. The title should not discriminate between male and female (e.g. the term 'labourer' is not discriminatory)
- Resp CEC and Resp Unit (Responsible Canada Employment Centre and Responsible Unit)
  - your area coordinator will tell you what to put in here
- Salary
  - the amount of money that the employer is offering recorded by hour, day, week or month. It can also be used to indicate overtime rates, bonuses, or special allowances. Try to avoid abbreviations, as students

do not always understand them. Remember Employment Standards legislation when completing this section

- Location
  - the general location of the job site (i.e. downtown, industrial area), not the specific address
- Start Ref (Start Referrals)
  - the date the employer wants you to start referring students. Normally it will be 'immediately' or 'A.S.A.P.' (as soon as possible)
- Terms
  - put in specific information about the duration of the job, and the hours and days of work
- Vacancies
  - refers to the number of positions open with the businesss. If two students are required to do the same kind of work, there are two vacancies but only one order
- Requirements
  - indicate skills, experience, and/or physical requirements necessary to perform the job. This information is crucial to good selection and referral so be specific and accurate
- Max. Ref. (Maximum Referrals)
  - indicate the maximum number of people the employer will interview
- Duties
  - briefly explain the job duties. Make them read as attractively as possible, but be truthful and realistic
- Tel No (Telephone Number)
  - the number where the employer can be reached by your
- Name of Employer
  - be sure that the employer name is spelled correctly

Employer's Order Form - Man 1185 (front)

Employment and Immigration Canada / Emploi et Immigration Canada

Private	2-001
May 31/84	
4812R	
HAS	
June 5	
2	
6	
466-5616	
8-4 daily	

Secretary

$5.66/hr. with time and a half for overtime, and possibility of raise after 1 month.

South-East

9-5 Monday to Friday until the end of summer

- must have 40 words per minute typing
- must have had previous experience as a secretary
- own transportation required to work, no bus.
- must have some experience with shorthand
- must have completed one year of post-secondary education secretarial programme.
- acting as secretary to the President of the corporation
- typing personal letters, minutes of meetings
- answering telephones
- keeping track of personal correspondence

AXL MANAGEMENT GROUP

1 Seneca Road (telephone first)

Sylvia Smith, Executive Secretary

The Employer is very concerned about the qualifications being met, but is anxious to interview interested candidates as soon as possible. The Employer, Mr. Jackson, President of the corporation can also be contacted about the job if Sylvia Smith is not around. Make sure students telephone first before going down.

EMPLOYER'S COPY - COPIE D'EMPLOYEUR

Employer's Order Form - Man 1185 (back)

TRANSACTIONS OF THIS ORDER - OPÉRATIONS AFFÉRENTES À CETTE OFFRE D'EMPLOI

A DATE REFERRED PRÉSENTÉ LE	B CALCULATION CODE CODE PROF	C CEC	D NAME - NOM	RESULT - RÉSULTAT E P	F TI TR	G R	H FTR ODEP	J FTA OCA	K W	L X	M PER PER	N OBSERVATIONS
31/05	Not applicable to HAS	HAS	Mary Brown			X						9:00 a.m.
31/05		HAS	Ann Black				X					9:00 a.m. Employer requested additional referrals
01/06		HAS	Judy Smith			X						2:00 p.m.
01/06		HAS	Carol White			X						2:30 p.m.
01/06		HAS	Bob Jang					X				3:00 p.m.
01/06		HAS	Tom Johnson			X						3:30 p.m.
01/06		HAS	Tracey Willson	X								4:00 p.m. Employer satisfied- May also keep Tracey for part-time in the fall.

The back of the order form is for your office use. Enter information on the back of the order daily; this will help when compiling statistical reports.

Record the names of students referred to the employer and the subsequent results. That is, whether the student was placed(P), rejected(R), failed to report (FTR) or failed to accept the job(FTA).

The employer may cancel some job positions or fill them through other means. Check(X) where applicable and note in employer's order book the reason for cancellation.

QTY NBRE | CODE | REASON - RAISON DESCRIPTION

A NO CLIENT AVAILABLE PAS DE CLIENT

B CHANGE OF PLAN CHANGEMENT DE PROJET

C UNSUITABLE WORK CONDITION CONDITIONS DE TRAVAIL PEU SATISFAISANTES

TOTALS TOTAUX

41.

VACANCIES CANCELLED

VACANCES ANNULÉES

42 DATE OF CANCELLATION DATE DE L'ANNULATION

QTY NBRE | CODE | REASON - RAISON DESCRIPTION

FILLED THROUGH OTHER MEANS COMBLÉES PAR D'AUTRES MOYENS D

OTHER REASONS AUTRES RAISONS E

- Address
  - . read this back to the employer to ensure its accuracy
- Ref Times (Referral Times)
  - . this indicates the hours the employer wishes to be contacted about the job
- Apply To
  - . the first and last name of the person in the business who will be interviewing applicants for the job, and their position title
- Remarks
  - . note any other information that will help when referring students. (For example, should the applicant phone first, or go directly to see the employer?) Other remarks could include the exact location of the interview, job site, and alternate contacts at the firm

3. Job Card

The information for the job card is taken right off of the employer order form. This card is used for public viewing. It may be put up on a school bulletin board or on an office job order board.

The details, such as the employer and place of business, are left off to ensure that the student is interviewed and prescreened according to job qualifications before being referred to the employer.

Following is a sample job card:

Employment and Immigration Canada / Emploi et Immigration Canada

N° 2-001

Title / Titre	Secretary
Salary / Traitement	$5.66 per hour. Overtime paid at time and a half. Possibility of raise after 1 month.
Location / Endroit	SOUTH EAST
Terms / Termes	9-5 Monday to Friday, until the end of summer.
Requirements / Exigences	- 40 words per minute typing - previous experience as secretary required - own transportation required to work - must have some experience with shorthand
Details / Détails	ACTING AS SECRETARY: CORRESPONDENCE, MINUTES, ANSWERING TELEPHONES

EMP. 2089 (11-73) (MAN. 1177)

4. Referral Notice

A referral will be effective if you are clear about the requirements of a job and consider the background, skills and preferences of available student clients which could be suitably matched to the needs of the employer. You can make a good referral when you:

- match the student's qualifications with the job requirements. Attempt to get useful information that will help you assess the possibilities and alternatives available for a student's qualifications and determine the student's needs and restrictions in terms of financial requirements, physical limitations, available transportation, etc.
- give the student an accurate description of the job. Know

what the job responsibilities and duties are. If a student is unsuitable for the position, explain the employer's specifications and why the student is not qualified for that job. A tactful approach is important in suggesting alternatives for the student to consider or in providing him/her with advice for self-improvement.

- determine whether or not the student is genuinely interested in the position before making a referral. Make sure you are objective.
- provide the suitable candidate(s) with full details on where to go, whom to see and when to be there.
- remember to record all relevant information on the back of the employer's order as well as on the back of the student's registration card.
- contact the employer with respect to matters requiring clarification, or in cases where you have reservations about a certain student, before making a referral.
- conduct a follow-up with the employer and student.
- don't make any assumptions about the student - don't judge on your personal likes or dislikes.
- don't sacrifice quality for quantity in making referrals.
- don't promise what you cannot deliver - make no guarantees.
- don't oversell the client or the job. Be realistic, pragmatic and honest in your approach.
- don't accept job orders that are discriminatory.

The student should be given the top and bottom copy of the referral notice. When the student is interviewed, he/she gives the employer the top copy. It serves as an introduction to the employer, lets him/her know that Hire-A-Student referred the student, and allows the employer to confirm the placement with the Hire-A-Student office by phoning or returning the form as indicated. The student can keep the bottom copy. You should keep the middle copy on file.

Sample Referral Notice (top copy)

Employment and Immigration Canada Emploi et Immigration Canada

REFERRAL NOTICE ***AVIS DE PRÉSENTATION***

TO / A AXL Management Group	CEC REFERRING / CEC DE PRES 4 8 1 2	UNIT / UNITÉ H A S
ADDRESS / ADRESSE 1 Seneca Road	SI NO / N° AS 6 3 1 6 1 2	5 6 1
Edmonton 456-5616 (ph. first!)	APPLICANT (SURNAME) / CANDIDAT (NOM) Willson	
ATTENTION Sylvia Smith	(INITIALS / INITIALES) T.	
THIS APPLICANT IS REFERRED IN RESPONSE TO YOUR ORDER FOR / CE CANDIDAT VOUS EST PRÉSENTÉ EN RÉPONSE À VOTRE OFFRE D'EMPLOI Secretary		DATE REFERRED / DATE DE PRÉSENTATION D J 0 1 M 0 6 Y A 8 4

PRIME OCC CODE / CODE OCC PRINCIPALE	IND CODE / IND	NO CASUAL DAYS / NBR JRS OCC	ORDER NO / OFFRE N°
-	Private		2 - 0 0 1

INSTRUCTIONS TO EMPLOYER

- PLEASE INFORM OFFICER WHOSE NAME AND TELEPHONE NUMBER ARE RECORDED ON REVERSE SIDE
OR
- COMPLETE IN FULL THE SECTION BELOW AND MAIL

INSTRUCTIONS À L'EMPLOYEUR

- INFORMER L'AGENT DONT LE NOM ET LE NUMÉRO DE TÉLÉPHONE SONT AU VERSO
OU
- REMPLIR AU COMPLET LA PARTIE CI-DESSOUS ET METTRE À LA POSTE

☐ HIRED / EMBAUCHÉ DATE STARTING / DATE DE DÉBUT

☐ CANDIDATE DID NOT ACCEPT / LE CANDIDAT N'A PAS ACCEPTÉ ☐ REJECTED BY EMPLOYER / REFUSÉ PAR L'EMPLOYEUR

SIGNATURE OF EMPLOYER / SIGNATURE DE L'EMPLOYEUR ▶

EMP 2284 (11-78)

1

G. Closing the Office

By August you will have compiled a wealth of information to leave for next year's staff. Don't let it get lost. It is very important to place the files at some readily accessible place in the town (e.g. the Town Office) and to inform next year's committee contact person of their location. Be sure that boxes containing the files are well marked and state that they should be held until 1985, to avoid any janitorial problems which occur from time to time.

In addition to leaving behind a complete and comprehensive set of files, the following activities should be undertaken before closing your office:

- send thank-you cards or letters to local media (newspaper, radio, etc.), donors, committee members, and employers and any 'special' people.

- submit an open thank-you letter to the editor for all employers, students, and others involved in Hire-A-Student.
- announce the closing of your office in the paper one or two weeks in advance.
- send certificates of appreciation to very special people (if possible, purchase frames for the certificates).
- arrange a final committee meeting at which recommendations and next year's program can be discussed. Your area coordinator and resource personnel will be happy to attend. Agenda items could include hours of operation, starting and closing dates, advertising and hiring for student staff, budgeting, office space, committee membership, evaluation of advertising materials, etc. Additional recommendations made at this meeting should be included in your final report.
- make sure all job orders have either been filled or that you have called the employer to advise him that you are unable to fill the order. Cancel unfilled orders.
- make sure your office is left clean.

H. Getting Down to Work

Now that you have an indication of what Hire-A-Student involves, it's time to get to work. The key to a successful summer is careful planning. Use your initial plan as a guide throughout the summer and you'll be right on target. And remember, don't hesitate to include new and different ideas.

Appendix C provides a list of people who can help you this summer. Make contact with them, and jot their numbers down in your telephone directory.

Last but not least, remember that the members of the federal-provincial coordinating team are ready to help you, and are only a telephone call away.

Have a good summer!

Reference Material

APPENDIX A

CANADA EMPLOYMENT CENTRE LABOUR MARKET AREAS

Canada Employment Centre (CEC)	Manager, Address and Phone Number	Hire-A-Student Liaison Officer	Hire-A-Student Offices located within the Labour Market Area	
CALGARY	Mike Terris Room 850 Harry Hays Building 220 - 4th Avenue S.E. P.O. Box 2530 Station M CALGARY, Alberta T2P 2Y7 231-4020	Margaret Lindsay Specialized Youth Unit 510 - 12th Avenue S.W. Sam Livingston Building CALGARY, Alberta T2R 0K5 231-4074	Airdrie Calgary Cochrane Drumheller Hanna	High River Okotoks Strathmore Three Hills Trochu Vulcan
Branches in:				
Banff	Brian Russell Federal Building Buffalo Street P.O. Box 1899 BANFF, Alberta T0C 0C0 762-4200			
Drumheller	Kay Strause Federal Building 196 - 3rd Avenue W. P.O. Box 550 DRUMHELLER, Alberta T0J 0Y0 823-3365			

Canada Employment Centre (CEC)	Manager, Address and Phone Number	Hire-A-Student Liaison Officer	Hire-A-Student Offices located within the Labour Market Area
CAMROSE	Roger King Room 207 Federal Building 4901 - 50th Avenue CAMROSE, Alberta T4V 0S2 672-5597	Brenda Lindstom Room 207 Federal Building 4901 - 50th Avenue CAMROSE, Alberta T4V 0X2 672-5597	Camrose
EDMONTON	Jean-Yves Boisvert, Manager 10210 - 107 Street T5J 0G2 EDMONTON, Alberta 420-2280	Bill Chodkiewicz 10210 - 107 Street Edmonton, Alberta 420-2280 Ext. 256	Barrhead Drayton Valley Edmonton Fort Saskatchewan Leduc Morinville Sherwood Park Spruce Grove St. Albert Stony Plain Vegreville Westlock
EDSON	Jim Ross 2nd Floor Federal Building 5005 - 5th Avenue EDSON, Alberta T0E 0P0 723-3326	Charlene Craner 2nd Floor Federal Building 5005 - 5th Avenue EDSON, Alberta T0E 0P0 723-3326	Edson Hinton Jasper Whitecourt
JASPER	Darlene Bernhardsen Box 1388 631 Patricia Street JASPER, Alberta T0E 1E0 852-4418		

Canada Employment Centre (CEC)	Manager, Address and Phone Number	Hire-A-Student Liaison Officer	Hire-A-Student Offices located within the Labour Market Area	
FORT MCMURRAY	Brent Gray 2nd Floor 9816 Hardin Street FORT MCMURRAY, Alberta T9H 4K3 743-2258	Karen Saunderson 2nd Floor 9816 Hardin Street FORT MCMURRAY, Alberta T9H 4K3 743-2258	Fort McMurray	
GRAND CENTRE	Graham Halliday 4817 - 52 Street P.O. Box 1109 GRAND CENTRE, Alberta T0A 1T0 594-4475	Irene McFeeters 4817 - 52 Street P.O. Box 1109 GRAND CENTRE, Alberta T0A 1T0 594-4475	Bonnyville Grand Centre	
GRANDE PRAIRIE	Ernie Goulding 10801 - 100 Street GRANDE PRAIRIE, Alberta T8V 2M7	Nona Elliot 10801 - 100 Street GRANDE PRAIRIE, Alberta T8V 2M7 532-4411	Fairview Falher Grande Prairie Grimshaw	High Prairie McLennan Peace River Spirit River Valleyview
Branches in:				
High Level	Dan Skotnicsny Main Floor, Fahlman Building 1st Avenue North General Delivery HIGH LEVEL, Alberta T0H 1Z0 926-3777			

Canada Employment Centre (CEC)	Manager, Address and Phone Number	Hire-A-Student Liaison Officer	Hire-A-Student Offices located within the Labour Market Area	
High Prairie	Gilles Turcotte Federal Building P.O. Box 360 HIGH PRAIRIE, Alberta TOG 1E0 523-3331			
Peace River	Mel Simpson Peace River Hall 10015 - 98 Street PEACE RIVER, Alberta T0H 2X0 624-4485			
LETHBRIDGE	Fred Nowicki Chancery Court Room 214 220 - 4th Street S. LETHBRIDGE, Alberta T1J 4J7 327-8535	Jim Matheson Chancery Court Room 241 220 - 4th Street S. LETHBRIDGE, Alberta T1J 2G5 327-8535	Brocket Cardston Claresholm Coaldale Crowsnest Pass Fort MacLeod	Lethbridge Nanton Picture Butte Pincher Creek Stand Off Taber
Branch in:				
Crowsnest Pass	Nick Alvau Federal Building 20th Ave. & 27th Street BLAIRMORE, Alberta T0K 0E0 562-8118			

Canada Employment Centre (CEC)	Manager, Address and Phone Number	Hire-A-Student Liaison Officer	Hire-A-Student Offices located within the Labour Market Area
LLOYDMINSTER	4618 - 49 Avenue LLOYDMINSTER, Alberta S9V 0T2 825-6291	Peter Sleight 4618 - 49 Avenue LLOYDMINSTER, Alberta S9V 0T2 825-6291	Lloydminster Provost Vermilion Wainwright
Branch in:			
Wainwright	Joyce Jantz 2nd Floor Federal Building, Main Street P.O. Box 460 WAINWRIGHT, Alberta 842-3389		
MEDICINE HAT	Jim Kanishiro 2nd Floor Federal Building 406 - 2nd Street S.E. MEDICINE HAT, Alberta T1A 0C3 526-2825	Mike Clemis 2nd Floor Federal Building 406 - 2nd Street S.E. MEDICINE HAT, Alberta T1A 0C3 526-2825	Bow Island Brooks Medicine Hat

Canada Employment Centre (CEC)	Manager, Address and Phone Number	Hire-A-Student Liaison Officer	Hire-A-Student Offices located within the Labour Market Area	
Branch in:				
Brooks	Marilyn Caskey 2nd Floor Federal Building 120 - 1st Avenue W. BROOKS, Alberta T0J 0J0 362-3488			
RED DEER	Doug McVety Room 206 Federal Building 4909 - 50 Street RED DEER, Alberta T4N 1X8 342-1168	Sylvia Roosen Room 206 Federal Building 4909 - 50 Street RED DEER, Alberta T4N 1X8 342-1168	Castor Didsbury Innisfail Lacombe Olds Ponoka	Red Deer Rimbey Rocky Mountain House Stettler Sylvan Lake Wetaskiwin
Branches in:				
Rocky Mountain House	Lola Dawe Government of Canada Building 2nd Floor 5011 - 50 Avenue ROCKY MOUNTAIN HOUSE, Alberta T0M 1T0 845-6099			

Canada Employment Centre (CEC)	Manager, Address and Phone Number	Hire-A-Student Liaison Officer	Hire-A-Student Offices located within the Labour Market Area
Stettler	John Clarke 2nd Floor Federal Building 5104 - 50th Avenue STETTLER, Alberta T0C 2L0 742-4421		
Wetaskiwin	Wayne Lowther 4811 - 51 Street WETASKIWIN, Alberta T9A 1L1 352-6081		
ST. PAUL	Jim Krauss 5105 - 50th Avenue P.O. Box 309 ST. PAUL, Alberta T0A 3A0 645-4428	Jim Krauss	Lac Lac Biche St. Paul Two Hills
SLAVE LAKE	Al Heise Main Floor 106 - 1st St. N.E. P.O. Box 724 SLAVE LAKE, Alberta T0G 2A0 849-4153	Madeline Bellerive Main Floor 106 - 1st St. N.E. P.O. Box 724 SLAVE LAKE, Alberta T0A 2A0 849-4153	Athabasca Slave Lake

APPENDIX B

H I R E - A - S T U D E N T

FUNDING AGREEMENT

Alberta Manpower
Special Manpower Programs

Note: Funding Support Agreements are between the Minister of Manpower and the legal entity designated by the Hire-A-Student Committee as trustee for funds. Thus wording of agreements can be slightly different.

The Memorandum of Agreement signed in 1983 (first 5 pages) will be on-going until such time as the agreement is terminated by either party.

MEMORANDUM OF AGREEMENT

This Agreement made this _____ day of _____ A.D. 1984.

BETWEEN:

The Town of _____, a body corporate duly incorporated under the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 1980 (hereafter called "the Town")

- and -

Her Majesty the Queen, in right of the Province of Alberta, as represented by the Minister of Manpower (hereafter called "the Minister")

WHEREAS in this Agreement the term "Hire-A-Student Centre" means a place established as a summer employment placement centre for Alberta youth;

AND WHEREAS in this Agreement, the term "Hire-A-Student Committee" means a committee established to provide a student summer employment placement service;

AND WHEREAS the Minister wishes to contribute to the support of a Hire-A-Student Centre in the Town of _____, in the province of Alberta (hereafter referred to as "the Hire-A-Student Centre");

AND WHEREAS the Minister and the Town wish to set forth in this Agreement the terms and conditions upon which the Minister may contribute funds to support the Hire-A-Student Centre;

AND WHEREAS this Agreement provides that the Minister may annually, by letter to the Town, advise the Town of the extent of such funding approved by the Minister for the particular year;

AND WHEREAS the Town agrees to received such funds annually from the Minister to be used to support the Hire-A-Student Centre.

NOW THEREFORE the Parties hereto in consideration of the covenants and agreements herein contained agree as follows:

1. The Town shall ensure that:
   (a) a Hire-A-Student Committee is established pursuant to the terms of the guidelines contained in Appendix "A" which is attached hereto as an integral part of this Agreement;

   (b) the Hire-A-Student Committee provides a student summer employment placement service to be operated for such period of time as the Minister may annually prescribe;

   (c) the chairman specified in Appendix "B", attached hereto as an integral part of this Agreement, assumes responsibility for the activities of the Hire-A-Student Centre in accordance with the terms of the Funding Support Application Form contained in Appendix "B";

(d) funds provided under this agreement will be used for a service for placement of students in summer employment;

(e) the Hire-A-Student Committee provides to the Minister or his representative:

(i) on or before the 5th day of each month during the period to be prescribed annually by the Minister a monthly itemized statement verifying expenditures listed in the proposed budget contained in Appendix "B";

(ii) on or before the 5th day of each month during the period to be prescribed annually by the Minister a monthly status report in writing in form and content as outlined in the Hire-A-Student Handbook;

(iii) prior to September 30, in each year under this agreement, a written statement of account which details those expenditures made on behalf of the Hire-A-Student Centre, and signed by the Town, and the Chairman of the Hire-A-Student Committee;

(iv) such other oral or written reports as and when requested.

(f) the funds provided under this Agreement will be used for the operation of the Hire-A-Student Centre, and specifically for those expenses identified in Section "A" of the proposed budget contained in Appendix "B";

(g) The Minister or his representative may audit the accounts of the Town which relate to the operation of the Hire-A-Student Centre at any time or may request an audited financial statement of the accounts by a recognized accounting firm.

2. In consideration of the Town fulfilling its obligations hereunder and subject to monies being appropriated by the Legislature of the Province of Alberta, the Minister shall pay to the Town such sum as he may annually prescribe.

3. (1) This Agreement does not result in the appointment or employment of any person referred to herein as an agent, officer, clerk or employee of the Province of Alberta.

(2) The Town shall indemnify and hold harmless the Minister from any and all actions, causes of action, damages or liability arising out of the acts or omissions of the Town, the Hire-A-Student Committee, the Hire-A-Student Centre, or any agent or employee thereof.

(3) The Minister may terminate this Agreement at any time upon written notice to the Town and reclaim any monies provided under this agreement and remaining at the date of termination.

(4) Each party warrants that it has authority to enter into this Agreement.

(5) The Town may not assign this Agreement without the prior written consent of the Minister.

4. This agreement and the Appendices attached hereto may be amended as follows:

(a) Appendix "A" may be amended by the Minister upon written notice to the Town;

(b) Appendix "B" may be amended by consent of the Chairperson, Hire-A-Student Committee, on behalf of the Town and the Director, Special Manpower Programs, on behalf of the Minister;

(c) any other term of this agreement may be amended by reciprocal correspondence between the Minister and the Town.

5. This Agreement shall ensure to and be binding upon the parties here, their respective heirs, administrators, legal representatives, successors and assigns.

IN WITNESS WHEREOF the parties have executed this Agreement as of the dates as shown below.

HER MAJESTY THE QUEEN IN RIGHT OF ALBERTA AS REPRESENTED BY THE MINISTER OF MANPOWER

_____ Per _____

Witness Minister

Date _____

_____ Per _____

Witness Town

Date _____

_____ _____

Witness Chairman, Hire-A-Student Committee

_____

Date

H I R E - A - S T U D E N T

1984 GUIDELINES

FOR

STUDENT EMPLOYMENT PLACEMENT SERVICES

Alberta Manpower
Special Manpower Programs

HIRE-A-STUDENT
1984 GUIDELINES
FOR
STUDENT EMPLOYMENT PLACEMENT SERVICES

A. Program Description

1. The Alberta Hire-A-Student (H.A.S.) program is a cooperative and coordinated activity of government, business, the community and student groups who are concerned with the provision of job search information to students and with the placement of students in summer jobs.

2. The overall aim of the program is to develop and provide a job search information and employment placement service for Alberta youth during the summer of 1984. Such services are intended to complement and supplement those provided by Canada Employment Centres and educators throughout Alberta.

3. The following objectives stem from the overall aim:
   (a) To establish placement centres for youth during the summer in communities throughout Alberta.
   (b) To bring together youth seeking employment and employers seeking employees.
   (c) To ensure that Alberta youth can access job search information.
   (d) To promote and develop positive employer-employee relations among youth.
   (e) To encourage career exploration among youth.

4. The program benefits communities as follows:
   (a) Youth gain an exposure to the labour market.
   (b) Employers seeking summer help through the Hire-A-Student centre obtain assistance in recruiting.
   (c) Youth receive guidance in their quest for employment.
   (d) With funds earned youth may be assisted in continuing their education.

B. **Provincial Government Participation**

1. Alberta Manpower is responsible for the development, implementation, operation and monitoring of the provincial government participation in the Hire-A-Student program, with specific responsibility for the job search information service.

2. Priority is on the implementation and development of the job search information service on a regional basis. Funds to support this service will be provided to six urban centres as specified in the separate guidelines provided for this component.

3. Subject to availability of funds, in 1984 Alberta will provide the following resources for the program's employment placement service:

   (a) Financial. Communities wishing to participate in the program make application for funding support to Alberta Manpower, Special Manpower Programs Branch. Alberta funding support is intended primarily for student staff salaries, benefits and travel costs.

   (b) Personnel. Alberta will:

      (i) provide assistance and consultation to committees applying for provincial government funding support;

      (ii) in conjunction with committees receiving provincial government funding support, ensure that training is provided to student staff;

      (iii) implement and monitor the job search information service component for the Hire-A-Student program throughout the province;

      (iv) develop and maintain coordination with other federal and provincial government programs and services; and

      (v) verify expenditures relating to any Hire-A-Student Funding Support Agreement.

(c) Advertising and promotional materials. When requested by Hire-A-Student committees, Alberta will provide such material for use on a province-wide basis (e.g. posters, brochures, etc.), but will place a priority on materials specific to the job search information service.

C. Community Eligibility

1. Communities wishing to establish a Hire-A-Student centre and obtain provincial funding support for the first time must have a population in excess of 2,500.

2. Communities are to generate local support to underwrite operational costs not covered by provincial government funds. Support can be monetary or the provision of office space, telephones, advertising, utilities, postage or other services solicited in advance of the submission for provincial government funding support.

3. Communities must establish a Hire-A-Student committee that will function as follows:

(a) Be conversant with the "Roles and Responsibilities of Organizations Within the Alberta Hire-A-Student Program" paper developed by the Alberta Hire-A-Student Advisory Council.

(b) Be responsible for establishing local direction compatible with the overall Hire-A-Student program.

(c) Be responsible for establishing a hiring board to interview and select one or more local students to manage the Hire-A-Student centre.

(d) Provide direction and support for the student staff employed to operate the local program.

(e) Ensure that the terms of the existing Funding Support Agreement are met, including responsibility for the proper utilization of funds for day to day operations and maintenance of appropriate record keeping and payroll procedures.

4. For a balanced and effective committee, membership can include representatives from local Chambers of Commerce, Area Canada Employment Centres, businesses, service clubs, educational institutions, homemakers and others interested in helping youth help themselves. Committee members should have knowledge of local economic conditions and attitudes.

D. Funding Support Agreement

1. Subject to availability of funds, eligible communities may qualify for funds from Alberta that are intended to cover the student staff salaries, benefits and travel costs during the period the Hire-A-Student centre is operational.

2. Where the federal government has a Hire-A-Student centre located in a regular Canada Employment Centre or auxillary office, it will be the responsibility of the Canada Employment and Immigration Commission to provide resources for a summer employment placement service to that community.

3. Nonetheless, providing that a Hire-A-Student Committee is established and chaired by a community representative, in 1984 Alberta may provide some funding support for the employment placement function of Hire-A-Student centres located in Calgary, Edmonton, Grande Prairie, Lethbridge, Medicine Hat and Red Deer.

4. In that these centres receive significant federal resources, provincial support will be limited to up to a maximum of two cents (.02¢) per capita, with the total provided to any one of these six centres not to exceed $2000.00.
(Note: these centres are also eligible for Alberta funding support under the separate Hire-A-Student Job Search Information Service Guidelines.)

5. Funding, if provided, will be based on the population of the town or city where the Hire-A-Student centre is located as outlined in the current "Alberta Municipal Affairs Official Population List."

6. Maximum support which may be provided to one Hire-A-Student centre by the provincial government is determined as follows:

   - under 2,000 in population, up to $2,100.00.
   - with populations of 2,000 - 4,000, up to $3,000.00.
   - with populations of 4,000 - 8,000, up to $3,700.00.
   - with populations of 8,000 - 15,000, up to $4,700.00.
   - over 15,000 in population, up to $8,000.00.

7. Annual funding support application forms (Appendix B of the Funding Support Agreement) must show surplus funds accrued from previous years' operations, with the provincial government portion of this surplus subtracted from the current year's request.

8. In 1983, most Hire-A-Student committees designated a legal entity having an established employer number (ie. town office, service club, etc.) to hold provincial government funding support in trust for their committees. These legal entities signed Memoranda of Agreement with the Department, the terms of which were approved and accepted by the 1983 Hire-A-Student committees.

9. Appointment of a new legal entity will require completion of a new funding support agreement.

10. A newly appointed chairperson will be required to provide Alberta Manpower with written notification that the terms of the existing funding support agreement are accepted and understood.

11. Funding support applications will be reviewed and monies will be allocated subject to availability of funds.

12. Funding support applications shall include the following information:

    (a) The name and address of the legal entity designated to receive the funding support cheque on behalf of the local Hire-A-Student committee.

(b) The names, occupations, addresses, and phone numbers of the Hire-A-Student committee members.

(c) A recommendation on opening and closing dates for the local Hire-A-Student centre, and daily hours of operation in accordance with the apparent needs of the community.

(d) A proposed budget for total operations that includes a realistic estimate of the specific support committed by the community, including committee or other donors, and the surplus funds accrued from previous years' provincial government funding support.

13. The annual budget (Appendix "B" of the Funding Support Agreement) may be amended by consent of the Chairperson, Hire-A-Student Committee on behalf of the legal entity and the Director, Special Manpower Programs, on behalf of the Minister.

14. Assistance and consultation in developing an outline for centre operations, and further information is available from:

Hire-A-Student Resource Section
Special Manpower Programs Branch
Alberta Manpower
2nd Floor, Sun Building
10363 - 108 Street
Edmonton, Alberta
T5J 1L8

Phone: 427-0115 (collect)

ALBERTA HIRE-A-STUDENT

This is an Amendment to Appendix "B" to a Memorandum of Agreement between the _____ and Her Majesty the Queen in Right of the Province of Alberta, dated the _____ day of _____, 1983.

_____ _____

Witness Chairperson, Hire-A-Student Committee

Date: _____

_____ _____

Witness Director, Special Manpower Programs

Date: _____

1984 HIRE-A-STUDENT
FUNDING SUPPORT APPLICATION FORM FOR
STUDENT EMPLOYMENT PLACEMENT SERVICES

LEGAL ENTITY (Mailing Address For Funding Support Cheque)

_____

_____

_____

_____

ATTENTION: _____ TELEPHONE: _____

PROPOSED OPENING DATE FOR HIRE-A-STUDENT CENTRE _____

PROPOSED CLOSING DATE FOR HIRE-A-STUDENT CENTRE _____

PROPOSED DAILY HOURS OF OPERATION

PART-TIME _____ TO _____ : _____ TO _____ : M T W T F S
(Start) Month & Day (End) Month & Day Hour Hour Circle Days

_____ X _____ X _____ = _____
HOURS DAYS WEEKS PART-TIME HOURS

FULL-TIME _____ TO _____ : _____ TO _____ : M T W T F S
(Start) Month & Day (End) Month & Day Hour Hour Circle Days

_____ X _____ X _____ = _____
HOURS DAYS WEEKS FULL-TIME HOURS

TOTAL HOURS _____ + _____ = _____ HOURS
PART-TIME FULL-TIME

_____ HIRE-A-STUDENT
1984 PROPOSED BUDGET

A. RE: PROVINCIAL GOVERNMENT FUNDING SUPPORT:

WAGES (as local conditions dictate)

_____ students at _____/hour for _____ hours $ _____

EMPLOYEE BENEFITS
estimated at 10% of total salary $ _____

EMPLOYEE TRAVEL EXPENSES
includes two trips to regional Hire-A-Student Centre training sessions $ _____

MISCELLANEOUS (Specify) _____ $ _____

_____ $ _____

_____ $ _____

SUBTOTAL $ [ ] 1

MINUS 1983 PROVINCIAL GOVERNMENT FUNDING SUPPORT SURPLUS $ _____

TOTAL PROVINCIAL GOVERNMENT FUNDING SUPPORT APPLIED FOR $ _____

B. DONATED COMMUNITY SUPPORT

Telephone and Utilities $ _____

Office Rent $ _____

Equipment and Supplies $ _____

Publicity and Printing $ _____

Other Donated (Specify) _____ $ _____

_____ $ _____

Total Donated Community Support $ [ ] 2

TOTAL 1984 BUDGET (Box 1 + Box 2) $ [ ]

HIRE-A-STUDENT COMMITTEE MEMBERS

	NAME	ADDRESS	TELEPHONE NO.	OCCUPATION
CHAIRMAN	_____	_____	Bus. _____	_____
		_____	Res. _____	
		_____		
Members	_____	_____	Bus. _____	_____
		_____	Res. _____	
		_____		
	_____	_____	Bus. _____	_____
		_____	Res. _____	
		_____		
	_____	_____	Bus. _____	_____
		_____	Res. _____	
		_____		
	_____	_____	Bus. _____	_____
		_____	Res. _____	
		_____		
	_____	_____	Bus. _____	_____
		_____	Res. _____	
		_____		
	_____	_____	Bus. _____	_____
		_____	Res. _____	
		_____		

Note: Two copies of the 1984 Appendix B with original signatures on both copies should be sent to the Hire-A-Student Resource Office, 10363 - 108 Street, Edmonton, Alberta T5J 1L8, phone 427-0115.

APPENDIX C

OTHER RESOURCE SOURCES

During the summer you will receive inquiries and questions you may not be able to answer. Below is a list of resource personnel who can help.

Chamber of Commerce or Board of Trade

As one of the main sponsors of the Hire-A-Student program, the Alberta Chamber of Commerce can be approached for information regarding Chamber involvement throughout the province. Mr. Brigham Day, general manager of the Alberta Chamber is active in Hire-A-Student, and can be contacted at:

Alberta Chamber of Commerce
#800, 10179 - 105 Street
Edmonton, Alberta
T5J 1E2
Phone: 425-4180

Alberta Career Centres

These are provincial centres which offer information to adults on selecting personally appropriate occupations, help in identifying the skills, training and/or education required to enter various occupations, referral to agencies or institutions with training or educational programs, and information regarding various forms of financial assistance that are available to Albertans while training for a career. These offices are located as follows:

CALGARY:

2nd Floor,
805-9 Street, S.W.
T2P 2Y6
Phone: 261-6347

EDMONTON:

Sun Building
10363 - 108 Street
T5J 1L8
Phone: 427-5659

FORT MCMURRAY:

Upstairs Offereins Building
9915 Franklin Avenue
T9H 2K4
Phone: 743-7207

GRANDE PRAIRIE:

Provincial Building
10320 - 99 Street
T8V 6J4
Phone: 539-2348

HINTON:

Promway Building, 112 McLeod Ave.
Box 1460
TOE 1B0
Phone: 865-3361

LETHBRIDGE:

400 Professional Bldg.
740 - 4 Ave. S.
T1J 4C7
Phone: 329-5444

MEDICINE HAT:

304 Credit Union Bldg.
556 - 4 St. S.E.
T1A 0K8
Phone: 529-3683

PEACE RIVER:

Provincial Building
P.O. Box 2, Bag 900
TOH 2X0
Phone: 624-6211

PINCHER CREEK:

Box 2138
226 Provincial Building
782 Main Street
TOK 1W0
Phone: 627-3922

ST. PAUL:

#100 Melenchuk's Mall
Box 1989
T0A 3A0
Phone: 645-6383

RED DEER:

3rd Floor, West Provincial Bldg.
4920 - 51 Street
Box 5002
T4N 5Y5
Phone: 343-5353

Apprenticeship and Trade Certification Branch

This provincial program combines on the job and technical training that leads to certification as a qualified trades person or journeyman. People interested in entering any of the trades are encouraged to visit a job site to observe someone actually working in the trade. They can also obtain information and counselling at the following Apprenticeship branch offices:

CALGARY:	4th Fl., 1015 Centre Street N.W., T2E 2P8 Ph: 297-6457
EDMONTON:	Parkside Office Bldg., 10926 - 119 Street, T5H 3P5 Ph: 427-3722
FORT MCMURRAY:	7th Floor, West Tower, Jubilee Centre, 9915 Franklin Ave., T9H 2K4 Ph: 643-7194
GRANDE PRAIRIE:	1601 Provincial Bldg., 10320 - 99 Street, T8V 6J4 Ph: 539-2240
HINTON:	Yellowhead Bldg., 425 Greg Avenue, TOE 1V0 Ph: 865-3361

LETHBRIDGE:	2nd Fl., Provincial Bldg., 200 - 5th Avenue S. T1J 4C7 Ph: 329-5380
MEDICINE HAT:	208A Provincial Bldg., 770 - 6th Street S.W. T1A 4J6 Ph 529-6677
PEACE RIVER:	Box 28, Bag 900, 10107 - 100 Street, T0H 2X0 Ph: 624-6352
RED DEER:	3rd Fl., West, Bag 5002, Provincial Bldg., 4920 - 51 Street, T4N 5Y5 Ph: 343-5151
VERMILION:	2001 Provincial Bldg., Box 268, 4701 - 52 Street, T0B 4M0 Ph: 853-2811

District Agriculturist, District Home Economist and The Canada Farm Labour Pool

These are offices which are often involved in government placement programs. Inquiries about subsidization of wages for student farm labourers, etc. can be directed toward these agencies. They are listed under Government of Alberta and Government of Canada in telephone directories.

Recreation Director and Family and Community Support Services Director

These people are often involved in various community courses and programs, and can be of great help if you want information on local events or projects.